



**Kwantlen Student Association**

**Richmond Campus Council Meeting Agenda**

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

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| <b>A.</b> | <b>Introductory Procedures</b>   | 14:00 |
|           | 1. Call to Order   |       |
|           | 2. Confirmation of Chair   |       |
|           | 3. Confirmation of Recorder  |       |
|           | 4. Adoption of Agenda  |       |
| <b>B.</b> | <b>Membership</b>  |       |
|           | 1. Introductions   |       |
|           | 2. New Members   |       |
|           | 3. Declaration of Vacancies  |       |
| <b>C.</b> | <b>Approval of Minutes</b>   |       |
|           | <b>BIRT RCC approve the September 9, 2005 minutes as distributed via E-mail.</b>               |       |
| <b>D.</b> | <b>Presentations to Richmond Campus Council</b>  |       |
| <b>E.</b> | <b>Unfinished Business of the Previous Campus Council Meeting</b>                              |       |
|           | 1. Fulfillment of Procedure 4.10 – Communicating with Groups (No. 1 – page 2)                  | 14:10 |
|           | 2. Recommendation to Council: Committee Selection (No. 2 – page 3)                             |       |
| <b>F.</b> | <b>Other Business – Including Notice of Motions</b>  |       |
|           | 1. Budget Update (No. 3 – pages 4-7)   | 14:20 |
|           | 2. Volunteer Selection for KSA Volunteer Award (In-Camera)                                     | 14:30 |
|           | 3. In-Camera Issues  | 14:45 |
| <b>G.</b> | <b>Previous and Upcoming KSA Council Meeting Review</b>  |       |
| <b>H.</b> | <b>Richmond Campus Council Director's Report</b> (No. 4 – pages 8-11)                          | 15:30 |
| <b>I.</b> | <b>Campus Council Member Reports, Motions &amp; Log Book Review</b>                            |       |
|           | 1. RCC Staff Rep – Kayce Hopwood (No Report Received – 2 <sup>nd</sup> meeting in a row)       | 15:40 |
|           | 2. RCC Staff Rep – Kulvir Gil (No Report Received – 5 <sup>th</sup> meeting in a row)          |       |
|           | 3. RCC Rep – Harvey Mann (No Report Received – 8 <sup>th</sup> meeting in a row)               |       |
|           | 4. RCC Rep – Johnny Woo (No. 5 – page 12)  |       |
|           | 5. RCC Officer – Samantha Bliek (No. 6 – page 13)  |       |
|           | 6. RCC Officer – Cassandra Dieudonne (No Report Received)                                      |       |
|           | 7. RCC Officer – Rumin Mann (No Report Received – 2 <sup>nd</sup> meeting in a row)            |       |
| <b>J.</b> | <b>Submissions</b>   | 15:55 |
|           | 1. Letter Received from Student Ivan Wansaseputra (No. 7 – page 14)                            |       |
|           | 2. Harassment, Discrimination and Treatment of Others REPOST (No. 11 – page 15)                |       |
| <b>K.</b> | <b>Next Regular Meeting – Friday, October 7, 2005 @ 2:00 pm</b>                                |       |
|           | <b>Note:</b> <u>Agenda items &amp; reports due to Steve on Tuesday, October 4, 2005 @ Noon</u> |       |
| <b>L.</b> | <b>Adjournment</b>   | 16:00 |



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**Attachment 1, Item E.1.** – Fulfillment of Procedure 4.10: Communicating with Groups

**Time:** 14:10 – 14:15 pm (5 minutes)

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On June 3, 2005 and on July 15, 2005 we re-evaluated who was appointed to communicate with on-campus groups, as follows

- i. Athletics & Recreation – Kulvir
- ii. Campus Specific Programs Unique to the Richmond Campus – Samantha
- iii. On-Campus Department Meetings – Steve
- iv. Clubs / Commissions of the First Year Experience Program and the Kwantlen Student Association – Steve / Kayce
- v. Kwantlen University College's Committee for Diversity, Inclusion and Action – Steve / Rumin
- vi. The Language Buddy Program and the International Students of Richmond Campus – Johnny
- vii. The Library, the Learning Center, and Counseling & Advising – Kayce
- viii. Volunteers – Steve / Robert / Cassandra

Harvey has still not been appointed to help communicate with any on-campus group.



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**Attachment 2, Item E.2.** – Recommendation to Council: Committee Membership

**Time:** 14:15 – 14:20 pm (5 minutes)

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**1. COMMITTEE MEMBERSHIP...**

We need to finish forming recommendations regarding who would like to be on which committees. Final motions for who will be on what committees will be going to the next meeting of Council.

For the July 15, 2005 meeting, I re-attached information on the different Executive Board positions and their committees as presented in the Bylaws and Regulations, as follows:

1. Executive Board Duties – Bylaw Article 10 (Pg. 6)
2. KSA Regulations – Re: Committees – Section IV: Committees of Council (Pg. 6 -7)
3. Director of Operations Portfolio - KSA Bylaws & Regulations (Pg. 8) - Johnny
4. Director of Finance Portfolio – KSA Bylaws & Regulations (Pg. 9) - Kulvir
5. Director of External Affairs Portfolio – KSA Bylaws & Regulations (Pg. 10) -
6. Director of Events & Student Life – KSA Bylaws & Regulations (Pg. 11) - Steve
7. Director of Academic Affairs – KSA Bylaws & Regulations (Pg. 12) - Kayce
8. KSA Regulations – Re: Liaisons (Pg. 13 - 14)

To save trees and disk-space online, I'm not reattaching the information as this information has been distributed before – I had attached this very page to the last meeting agenda, but again, we were missing people - Harvey still needs to indicate which committee he would like to work with.

**2. LIAISON COMMUNICATION...**

I'd also like each of us to volunteer and liaise with the liaisons:

1. Mature Students Liaison -
2. LGBT (Lesbian, Gay, Bisexual & Transgendered) Liaison – Steve
3. Women's Liaison –
4. International Students Liaison – Johnny
5. Students of Color Liaison – Johnny
6. Disabilities Liaison -
7. Aboriginal / First Nations Liaison -

This has been on past agendas and everyone was asked to consider which liaison they would like to keep in touch with. Again, the purpose of keeping in touch with liaisons is to see where RCC can help them out. Attending their meetings isn't always required as it would be for the other on-campus groups. It's more informal communication but hopefully communication that will help the KSA run smoothly.



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**Attachment 3, Item F.1. – Budget Update**

**Time:** 11:45 – 11:50 pm (5 minutes)

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Attached is our budget to-date, as of September 9, 2005. Should the below amendment pass, a new budget will be attached to the next meeting. We will also have to move some money at next meeting for advertising and down payment on the sex education show.

We raised \$344.63 from donations at the Welcome Week BBQ. Signs said part proceeds would go to Hurricane Relief.

At last meeting I was directed to amend the budget to remove the revenue source of the September Pub Night we weren't going to do and to bring back a motion to amend our budget accordingly. However, we've already shaved our expenses down a lot due to the corrections that had to be made to the budget in the summer. As such, I'd like to donate 60% to an organization for Hurricane Relief, to the International Red Cross or other equivalent organization, which would equal \$206.78, with \$137.85 going back to the budget, to offset the \$125 we were set to make from a pub night held this month.

**BIRT Richmond Campus Council recognizes \$344.63 as revenue from donations collected at the Welcome Week BBQ, to be reflected in the Richmond Campus Council Line item. BIFRT \$206.78 be released from the Richmond Campus Council budget payable to the International Red Cross in support of currently on-going Hurricane Relief efforts. BIFRT \$12.85 be reflected in the contingency line item of the Richmond Campus Council budget.**

REVISED 2005 Summer & Fall Semester Budget (May - December, 2005)

Approved on JULY 15, 2005

Corrected Balance Forward, RCC Budget (as of May 1, 2005) 2339.44

Available Funding & Revenue Projections	Projected	To Date	Remaining	Percent to Budget	
Summer Funding Allocation (\$2,339.44 * 0.20)	450	450	0	100.000%	
Summer Event - BBQ Donations Revenue (\$50 @ 1 BBQ)	50	80.25	30.25	160.500%	Turned In
Summer Event - Chiappas Show Revenue (June 2, 6 @ \$7 each)	42	56	14	133.333%	Turned In
Summer Event - Car Wash Revenue (\$40 * 3 washes)	120	0	-120	0.000%	
Summer Event - Ice Cream & Candy Fair Fundraiser Revenue (\$40 @ 3 events)	120	636.74	516.74	530.617%	Turned In
Summer Event - Pancake Breakfast Revenue (\$3 / serving @ 40 servings)	120	56.98	-63.02	47.483%	Turned In
Summer Event - Canada Day Sign-Ups (2 Companies @ \$50 each)	100	0	-100	0.000%	
Summer Event - Canada Day Pub Night Ticket Sales (June 29, 0 @ \$5 each)	0	0	0		
Summer Event - End of Term Pub Night Ticket Sales (August 5, 45 @ \$5 each)	225	50	-175	22.222%	Turned In
Summer Event - Bottle Drive	40	0	-40	0.000%	
Fall Funding Allocation (Remainder - \$2,339.44 - 450)	1889.44	1889.44	0	100.000%	
Fall Event - Welcome Week Pub Night Ticket Sales (September, 25 @ \$5 each)	125	0	-125	0.000%	
Fall Event - "I Don't Understand Women" Revenue (November 16, 95 @ \$7 eac)	665	0	-665	0.000%	
Fall Event - Career Fair Signups (October 12, 5 Companies @ \$75 Each)	375	0	-375	0.000%	
Fall Event - Halloween @ Wild Coyote (October 31, 100 Tickets @ \$10 each)	1000	0	-1000	0.000%	
Fall Event - End of Term Pub Night Ticket Sales (December, 30 @ \$5 each)	150	0	-150	0.000%	
Reversal of Spring Color Printer Purchase	512.98	512.98	0	100.000%	
	<b>5984.42</b>	<b>3732.39</b>	<b>-2252.03</b>	<b>62.368%</b>	

<b>Summer Revenue Projection Needed to Balance</b>	<b>817</b>	<b>879.97</b>	<b>62.97</b>	<b>107.707%</b>
Fall Revenue Projection Needed to Balance	2315	0	-2315	
<b>TOTAL REVENUE PROJECTION NEEDED TO BALANCE IN 2005</b>	<b>3132</b>			

0

**Expenses**

Summer Event Expense - Chiappas Show (includes \$400 downpayment)	1,200	1,200	0	100.000%
Summer Event Expense - Staging Rental for Chiappas	337.44	337.44	0	100.000%
Steamcleaner Rental for Lounge	175	0	-175	0.000%
Foosball Repairs	50	0	-50	0.000%
Storage & Shelving Costs Expense	104.37	104.37	0	100.000%
Summer Event Expense - Advertising (Posters & Leaflets)	215	202.36	-12.64	94.121%
Summer Event Expense - Candy & Ice Cream Purchase	340	443.73	103.73	130.509%
Summer Event Expense - Canada Day BBQ	210	133.02	-76.98	63.343%
Summer Event Expense - Appetizers @ Pub Nights	100	50	-50	50.000%
Summer Event Expense - August Orientations (BBQ?)	200	0	-200	0.000%
Fall Event Expense - Advertising Posters & Leaflets	414.19	0	-414.19	0.000%
Fall Event Expense - Norman Nawrocki Sex-Ed Show	1,500	0	-1500	0.000%
Fall Event Expense - Condoms & Fruit for Norman Nawrocki Sex-Ed Show	90	0	-90	0.000%
Fall Event Expense - Dinner for Norman Nawrocki Sex-Ed Show Volunteers	100	0	-100	0.000%
Bluelite Entertainment - Halloween Organizers (they take a percentage of door)	0	0	0	
Fall Event Expenses - Career Fair / Drug Fair / Sex Fair Expenses	200	0	-200	0.000%
Fall Event Expense - Holiday Lounge Get-Together for Volunteers	150	0	-150	0.000%
Poker Table Supplies Expense	475	421.83	-53.17	88.806%
Contingency **	123.42	47	-76.42	38.081%
	<b>5984.42</b>	<b>2939.75</b>	<b>-3044.67</b>	<b>49.123%</b>

KSA Richmond Campus Council - 2005 BUDGET ACTIVITY WORKSHEET

Jan 1 Base Budget, January 2005 **\$6,900**

December Budget Activity to Move from 2005 Budget		Released	Earned	Spent	Balance
Dec 17	EXPENSE - SLIPKNOT Deposit	500		500	
Dec 17	EXPENSE - Chiapas Deposit	400		400	
Dec 17	EXPENSE - One Man Star Wars Deposit (Charles Ross)	400		400	
<b>Total Spent in December out of 2005 Budget</b>				<b>800</b>	
<b>Total Earned in December towards 2005 Budget</b>				<b>0</b>	
<b>BALANCE FORWARD to January</b>					<b>6100</b>

January Budget Activity		Released	Earned	Spent	Balance
Jan	No Activity				
<b>Total Spent in January</b>				<b>0</b>	
<b>BALANCE FORWARD to February</b>					<b>6100</b>

February Budget Activity		Released	Earned	Spent	Balance
Feb 2	REVENUE - Welcome Week BBQ for Tsunami Relief		189.44		
Feb 11	REVERSAL of ONE MAN STAR WARS DEPOSIT (Charles Ross)		400		
Feb 11	EXPENSE - Foosball Repair Labour (\$9.50 * 2 hours)	19		19	
Feb 11	EXPENSE - 2nd SLIPKNOT Deposit	400		400	
Feb 11	EXPENSE - ROWE EVENTS Staging Rental	337.44		337.44	
Feb 11	EXPENSE - Karoke Machine	510		510	
Feb 11	EXPENSE - Desktop Publishing & Laminating	310.76		276.27	
Feb 11	EXPENSE - 2nd BBQ	150		150	
Feb 25	REVENUE - 2nd BBQ		86.66		
Feb 25	EXPENSE - Further BBQ Expenses	18.62		18.62	
Feb 25	EXPENSE - Shelving & Storage Supplies	97.54		97.54	
Feb 25	EXPENSE - Desktop Publishing & Laminating	72.74		72.74	
Feb 25	EXPENSE - Color Printer	512.98		512.98	
Feb 25	EXPENSE - VHS VCR	182.33		139.92	
Feb 25	EXPENSE - Money Released for Tsunami Relief	389.44		389.44	
<b>Total Spent in February</b>				<b>2923.95</b>	
<b>Total Earned in February</b>				<b>676.3</b>	
<b>BALANCE FORWARD to March</b>					<b>3852.35</b>

March Budget Activity		Released	Earned	Spent	Balance
March 11	EXPENSE - Remaining Slipknot Funds	1105		1105	
March 11	REVERSAL of 2nd Slipknot Deposit		400		
March 25	REVENUE - Slipknot Ticket Sales (3 @ \$7)		31		
March 25	EXPENSE - ROWE EVENTS Staging Rental	371.64		371.64	
<b>Total Spent in March</b>				<b>1476.64</b>	
<b>Total Earned in March</b>				<b>431</b>	
<b>BALANCE FORWARD to April</b>					<b>2806.71</b>

April Budget Activity		Released	Earned	Spent	Balance
April	EXPENSE - Langley Pub Night (Moved by Main Council)	125		125	
April 8	EXPENSE - Bunnies for Prizes	200		115.14	
April 8	EXPENSE - Foosball Table Acquisition	100		100	
April 8	EXPENSE - Foosball Table Repair Parts	78.17		78.17	
April 8	EXPENSE - Foosball Table Labour (\$9.50 * 2 hours)	19		19	
April 8	EXPENSE - Cookies for Facilities, Bookstore, etc.	25		19.96	
<b>Total Spent in April</b>				<b>457.27</b>	
<b>Total Earned in April</b>				<b>0</b>	
<b>BALANCE FORWARD to June (No activity in May)</b>					<b>2349.44</b>

June Budget Activity		Released	Earned	Spent	Balance
June 3	EXPENSE - Candy Fair Items	340		423.2	
June 3	EXPENSE - Summer Advertising	202.36		202.36	
June 3	EXPENSE - 6 Foosballs	6.68		6.68	
June 3	EXPENSE - Remaining Chiapas Funds	800		800	
June 3	EXPENSE - ROWE EVENTS Staging Rental	337.44		337.44	
June 3	EXPENSE - Orientation Lunch	47		47	
June 17	EXPENSE - Shelving & Storage Supplies	104.37		104.37	
June 21	REVENUE - Pancake Breakfast		56.98		
June 29	REVENUE - BBQ Donations		86.25		
<b>Total Spent in June</b>				<b>1921.05</b>	
<b>Total Earned in June</b>				<b>143.23</b>	
<b>BALANCE FORWARD to July</b>					<b>571.62</b>

<b>July Budget Activity</b>		<b>Released</b>	<b>Earned</b>	<b>Spent</b>	<b>Balance</b>
July 15	EXPENSE - Canada Day Expenses (Food, Prizes, Decorations)	133.02		133.02	
July 15	REVERSAL of Color Printer Purchase		512.98		
July 15	EXPENSE - Poker Tables & Supplies	475		421.83	
<b>Total Spent in July</b>				<b>554.85</b>	
<b>Total Earned in July</b>				<b>512.98</b>	
<b>BALANCE FORWARD to August</b>					<b>529.75</b>

<b>August Budget Activity</b>		<b>Released</b>	<b>Earned</b>	<b>Spent</b>	<b>Balance</b>
August 5	REVENUE - Pancake Breakfast Donations & Candy Sale Funds		412		
August 5	REVENUE - Pub Night Ticket Sales (10 @ \$5)		50		
August 5	EXPENSE - Pub Night Appetizers	48.15		48.15	
August 12	EXPENSE - Foosball Table Parts	50		43.54	
August 12	EXPENSE - Candy Sale Fundraiser			103.73	
August 17	REVENUE - Candy Sale Fundraiser		157.5		
August 17	REVENUE - Chiapas Ticket Sales		56		
August 19	REVENUE - Candy Sale Fundraiser		118.72		
<b>Total Spent in August</b>				<b>195.42</b>	
<b>Total Earned in August</b>				<b>794.22</b>	
<b>BALANCE FORWARD to September</b>					<b>1128.55</b>



**Kwantlen Student Association  
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**Attachment 6, Item H.** - Richmond Campus Director's Report (Steve Lee)

**Time:** 15:30 – 15:40 pm (10 minutes)

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**Campaigns, Events and Activities Update**

Here's what I've been working on....

**A. ADVOCACY**

1. Updating petitions for use in fall / spring 2005 – 06.
2. Will be meeting with Barry from Facilities within the next week to finalize plans for installation of brochure wall in lounge. Once that is up we can have posted our policies and brochures about KSA as well as our affiliations and support with other non-profit groups.

**B. EVENTS...**

1. Welcome Week was the Main Event I worked on. Here is the summary I wrote of the event for Council:

*Welcome Week happened on September 14, 2005. We had a number of organizations in attendance including: Amnesty International, Bell Mobility, Costco Wholesale, Richmond Volunteer Services, MAWO (Mobilization Against War and Occupation), Student Phone Stores (which the Institution may have signed up), the KSA LGBT Liaison, the KSA Ombudsperson, the Kwantlen Accounting Club and the Kwantlen Psychology Society. There may have been a few others but those are the organizations that come to mind. Surrey should send out thank-you letters / cards to these organizations for coming out.*

*It was nice to see that we had Henna, Sumo Wrestling, the Caricature Artist on campus. We were worried none of that had been booked and were glad that Surrey was able to have the foresight to arrange for this – but again, communication about what we would be having on campus is of utmost importance – that way we can tell students about it!*

*Forest the Didjeridoo artist was great to have on campus – his performance throughout the day was interactive, dynamic and fun. We plan on having him on campus again soon, most likely at our Sexuality & U event in November.*

*It was a little disappointing that no internal departments had been invited, such as the Learning Center, Athletics and Recreation, the KFA, Counseling & Advising, as well as Financial Awards.*

*No events form or facilities work orders went in for our event – but the space had been booked. We thought at the very least event forms would have been submitted. RCC would have been willing to submit a work order but we were not sent any information*

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<http://www.yourksa.ca/>

*from Surrey in regards to which organizations would be on-campus. In the future, it is of paramount importance that Campus Councils receive this information so that they can work with facilities to ensure that enough tables are available for the event. That is why we have an Events & Marketing Coordinator – to help coordinate things with facilities, to assist in being a central person, a point man, for getting information and supplies about an event together. As such, it was also a little disappointing that no one from Surrey other than Manny Dhaliwal came to the event. In the past, Events Directors and Events Staff people have been impeached for not coming out to Welcome Weeks to assist in the many things that need to be done.*

*Thanks to the following people for the work that they did at our Welcome Week:*

- Lisa Coan for helping man the LGBT table / KSA Information table, and for helping with setup and take down of the event;*
- Cassandra Dieudonne for helping to setup the event as well as for helping at the BBQ, for helping to photograph and video the event as well as for helping to take down, clean up and put everything away;*
- Stella Fong for helping when needed – whether it was in helping to bring out supplies, etc. it was appreciated!*
- Kulvir Gill for promoting the AGM and for doing poker tourneys in the lounge and for helping in a bit of the take down and putting away of everything;*
- Kayce Hopwood for helping to promote Welcome Week, as well as for doing poker tourneys in the lounge during the day;*
- Grace Ma for helping setup the BBQ and for manning the Gallivan & Associates Information Table;*
- Christine McKlellan for helping with the BBQ from Noon until 7pm, and for helping to clean up and put everything away;*
- Ivan Wangsaseputra for helping to clean the BBQs a few weeks ago, for helping to purchase food and for helping with the BBQ and with helping to count the funds raised at the BBQ and for helping to take everything down and put it away;*
- Johnny Woo for helping to clean the BBQs a few weeks ago, do up signs for promoting Welcome Week, for helping to liaise with organizations that were signed up (such as Bell Mobility), for helping to purchase food and supplies, for helping to setup, for helping man the BBQ from 11am – 7pm and for helping to take down and put away everything;*
- To other volunteers who came out to help – whose names I can't remember at the moment – everyone who came out to help was greatly appreciated!*

*Finally, we raised \$344.63 at the event – at least 60% (\$206.78) of which will go to Canadian Red Cross (or other similar organization) for Hurricane relief, and with the other 40% (\$137.85) going towards the Richmond Campus Council budget. A final decision on how much will be allocated to the Red Cross (or if it isn't the Red Cross – to whom) will be decided upon at our next meeting of Richmond Campus Council as there has not been consensus on how much should go when members have discussed it outside of the meeting (we should have debated it on September 9<sup>th</sup> but forgot). Some members are in favour of 60%, some are in favour of less, some more, and some are in favour of 100%*

*going towards relief. If you have an opinion on how much should go to the relief – let Steve know.*

2. Started contacting organizations for fairs. I'll get reps / officers / volunteers helping on this next week.
3. I still have not heard back from Aaron or Joey on the film license. As you know, I reported the following at the August 12, 2005 meeting:

*"I've prepared a draft-screening schedule of movies for fall, dependent upon acquiring the feature film license. If this license is not going to be purchased then the money moved from each Campus Council budget and liaison budget and the Welcome Week budget and the campaigns for campuses budget should be put back to those areas. I have forwarded to Takhar information on the licence, including revised FTE numbers as per the University College's Audited Enrollment Statements for the year ending March 31, 2005 (the original quotes were based on FTE as at March 31, 2004). FTE is down, so this lowers the cost of the license by about \$450. Stafford and I are really going to lobby hard over the next week to get the executive to sign off on this and get it in place for September 1<sup>st</sup>, 2005. If they won't do it at all, then I want the money put back in all the places it came from including Richmond's budget (\$500 came from our budget to go towards it)."*

4. I have also not heard back in regards to the staging proposal, which Aaron said he had passed onto Joey for review.

*"I have also not heard back in regards to the staging and whether or not the \$10,000 moved for it in January was still there. I told Takhar on Friday, when I gave him a copy of the proposal, that it may cost a few thousand more as they have to modify it and it's been awhile since I've spoken with them. He didn't sound negative to it and said he'd look it over and get back to me this week but I haven't heard from him yet."*

5. Talked with FUBAR about doing a FUBAR HALLOWEEN MASQUERADE PARTY on campus. This could mean canceling Wild Coyote for Halloween and doing something different with them on a night when they aren't as busy so we can sell more tickets. I'll look at seeing if we can move Wild Coyote till end of November.

### **C. OPERATIONS / SERVICES**

1. Work on compiling the VIEWPOINT SATISFACTION SURVEY as well as the PERFORMANCE REVIEW SURVEYS stalled, but I've gotten back to it and hope to have a report on the results for next meeting. Hope to be able to have a handout regarding the VIEWPOINT SATISFACTION SURVEYS by Friday's meeting. I have still not yet received surveys from Johnny, Kulvir or Cassandra. PLEASE GET THEM DONE ASAP – It's been 9 weeks since they were distributed to you guys! COME ON PEOPLE!
2. We have orientation binders, which I will distribute at the meeting.
3. I'm still collecting data about other student union websites. I'm not sure changing our website name to "myksa.ca" is the best thing in the world, and I'm working on a report about my concerns in that area.
4. Once again, I haven't really updated the tracking schedule. I will have updated it by next meeting. In the interest of keeping the report short, I didn't include the older copy.

5. I sent the executive an idea for having Business Office Staff be the bookings people for their campus. So if this was approved and if the institution was okay with it, that would mean like for all bookings in Richmond you'd go to Stella. For all in Langley, to Sharon, etc.
6. Thanks to everyone who's been signing people up as volunteers. I'll arrange an orientation for them shortly so we can get them helping us out!

### **Executive, Liaison & Other Meetings Update**

#### **A. Council**

- Council hasn't met since August. It's too bad really.
- I am not in favour of the SGM because we have not seen what changes EBOD wants to make. I don't like going into a meeting blind. I think that Surrey is trying to buy these changes from students, without making them informed about the issues surrounding the changes. I worry a group of students could be together next Thursday to vote on something that they will not understand, rather they will be goaded into voting for it by a group of people saying trust us – we know what we are doing, when they are the only ones that know what they are doing because they fail to share information with others by reporting to council or actually coming out to talk to people and ask for their input. How can a group of people propose changes to a structure without gathering information from people who have been involved in that structure for years?
- I don't like the fact that we are proposing to dramatically increase fees for students, especially for part-time students, when there seems to be no plan on how this money would be used in the long run.
- I don't like how control of budget was passed to EBOD. Especially since this could be against our current set of By-laws. Why bother having Council anymore? Why bother having things like checks & balances?

#### **B. Events & Communications Committee**

- Hasn't met since August 20<sup>th</sup>. It's too bad really.

#### **C. Meeting with Facilities**

- On Tuesday, September 27, 2005 Johnny and myself will meet with facilities to discuss:
  1. Fall / Spring events;
  2. Installation of sound system;
  3. Installation of brochure wall;
  4. Getting Richmond to install more power outlets in the courtyard area during next summer's regular renovations / additions to the campus;
  5. Microwaves;
  6. Getting Journalism Students Access to the satellite;
  7. Moving of bulletin board;
  8. Cleaning of carpets and furniture;
  9. Campus / Institution postings on windows; *and*
  10. Ideas RCC has for expanding student life areas / lounge.

### **For the Good of the Order and Other Campus Concerns**

I'm concerned with the lack of respect people seem to be showing each other as well as students THAT SEEMS TO BE CONTINUING EVEN THOUGH WE'VE TALKED ABOUT THIS NUMEROUS TIMES. But perhaps it continues because some individuals fail to come to meetings where these issues are discussed but even when individuals talk to these individuals outside of meetings and confront them one on one, saying behaviour XYZ is not acceptable and it continues --- it makes you wonder.



**Kwantlen Student Association  
Richmond Campus Council Meeting Agenda**

Friday, September 23, 2005

**Attachment 5, Item I.4. - RCC Representative Report – Johnny Woo**  
**Time for all Reports: 15:40 – 15:55 pm (15 minutes)**

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**Campaigns, Events and Activities Update**

**Welcome Day Preparation and Welcome Day BBQ**

On Tuesday Sep 13, Steve and I went to Costco and did a couple of runs to purchase the necessary food stuff. Each run, we purchased approximately 4 cartloads of food and drinks. There was a lot of 'prep' work and buying and I just wished there was more help to carry the stuff between the store and back to school.

BBQ: We did the regular burgers and sausages and they were as popular as ever. In addition, we got the clipped chicken wings this year and once again, they were extremely popular! We cooked approximately 5 packs worth (each pack there was about 35 or so wings and wingettes). This year, we did something new: baked potatoes! They took awhile to cook (about 1.5 hour) but if you baked them in the morning, they were ready for the afternoon crowd. Steve mentioned that in previous years, the reps and officers would baked them the night before (at home) and bring them in during the BBQ for re-heat. Great idea. BTW, we need sour cream and not cream cheese.

**Agenda Being Late**

There was no excuse for not having them ready at the first week of semester. I opined that the explanation that Aaron gave (about the printer being broken and shipment headed to New Orleans) was pure fabrication. I make a motion for the council that we bring this issue up in the next council meeting and hold someone accountable for this.

**Executive, Liaison & Other Meetings Update**

**English Language Training (ELTN) Meet on Friday Sept 16**

Lisa MacIntosh, Manager of the Homestay Department and head of the Language Buddies program asked Steve and I to help out at their function. They initially wanted a BBQ but I was unsure as to whether Surrey Campus would co-operate, so they decided to buy cheese and sandwiches party packs from Safeway instead. Thanks to Christine McLennan, Arka, and Ken for helping out and Pavan for providing some napkins from the KSA Café.

**For the Good of the Order and Other Campus Concerns**

There are issues about respect with peers and students. We need to further the discussions on this.



**Kwantlen Student Association  
Richmond Campus Council Meeting Agenda**

Friday, September 23, 2005

**Attachment 6, Item I.5. - RCC Officer Report – Samantha Blik**  
**Time for all Reports: 15:40 – 15:55 pm (15 minutes)**

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**Campaigns, Events and Activities Update**

The environmental campaign is doing much better after I was able to download the Environmental Report for 2002. I have been watching closely on the environmental websites and I have found out that 14 more species have been added on to the Species at Risk website. Also, I have been reading more into the Kyoto and it seems that it decreasing even more. I plan to restructure my policy. Also, I think it would beneficial if we attend BCIT's Bioneers Conference in October. It will help guide us and also give us the opportunity to speak to each vendor attending the conference. I would like to have a letter typed and a date set for the fair within the next few months.

My hours are:

Monday to Wednesday 3:00pm-5:00pm  
Thursday 3:00pm-6:00pm  
Friday 9:00am-2:00pm

**Executive, Liaison & Other Meetings Update**

Unfortunately, I have not attended any meetings, but I would like to hold a meeting just involving my campaign. I would like to be able to discuss idea's for the Environmental fair and also voice people's opinion about the environmental issues at hand and discover a way to get the students more involved.

**For the Good of the Order and Other Campus Concerns**

I strongly believe that the student association is falling apart and therefore, it needs to be revised. I feel we be more like a business if we had the proper attire. I was thinking about golf shirts with the KSA logo and our names and positions embroidered on the front. Also, I feel as if some members of the this council need to calm down and change the way they act in the office. I do agree with "Staff Only" in the office. It will make the student association more respectful looking. Therefore, I strongly feel the KSA needs to have rules place and have everyone fall these rules otherwise consequences should be laid.

We as the student association should be a student association not just a social association. You are getting paid to work for the Student Association, so please make the effort in doing actual work. I am not saying this to be abrupt but to state that if we don't change, then Kwantlen will shut us down.



**Kwantlen Student Association  
Richmond Campus Council Meeting Agenda**

Friday, September 23, 2005

**Attachment 7, Item J. 1. Submission** – Letter Received from Student Ivan Wansaseputra

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On Thursday, I received correspondence from volunteer Ivan Wansaseputra, regarding an incident that occurred on campus this past week.

I have received word it is under investigation by the institution so I am not going to reprint the details of in the agenda, although I may discuss it briefly in-camera.

I ask that all involved in this situation NOT discuss it with each other, and to let the investigation(s) take their course. Should any authority from the institution or any outside authority contact you for information, please be cooperative but again, limit your discussion of this situation with others from this point forward.



**Kwantlen Student Association  
Richmond Campus Council Meeting Agenda**

Friday, September 23, 2005

**Attachment 8, Item J. 2. Submission – Harassment, Discrimination and Treatment of Others REPOST**

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I am again reposting this, as there have been requests to discuss this at Campus Council. I'm also reposting Richmond Campus Council Procedure 2.10.

As you all know, all members of Council were asked to remember to treat each other with respect and dignity on a number of occasions during the summer:

1. Verbally at the Friday, July 22, 2005 meeting of the Kwantlen Student Association Main Council Meeting, held on the Richmond Campus;
2. By a letter sent via e-mail on Tuesday, July 26, 2005 to all KSA staff and elected officials;
3. By the above letter being attached to the August 5, 2005 agenda of the Kwantlen Student Association Main Council;
4. By the above letter being attached to the August 12, 2005 agenda of the Richmond Campus Council of the Kwantlen Student Association;
5. By the above letter being attached to the September 9, 2005 agenda and minutes of the Richmond Campus Council of the Kwantlen Student Association.

*"Steven H. Lee, Richmond Campus Director*

*June 26, 2005*

*Dear Members of KSA Council,*

*I've asked that Mohammad post this as a submission to Council, by attaching it under submissions to the next agenda of the KSA Council. It was e-mailed to members of Council on June 26, 2005 and was written further to the issue I rose at Council on Friday, July 22, 2005. I sent it out via e-mail and by attaching it to the agenda because not everyone was in attendance at that meeting.*

*It is in regards to the jokes regarding myself and fellow Richmond Representative Johnny Woo being called "Groper" and "Roper" as well as the spreading or joking regarding innuendo and rumour.*

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**Kwantlen Student Association**

<http://www.yourksa.ca/>

*What began as an in-joke among a small group of people (and I'm just as guilty as many others are of this behaviour) has grown out of control and has become offensive to myself and Mr. Woo and may have unsoundly tarnished our character; and from this point forward we do not wish to see these kinds of joke occurring anymore – not about us or anyone else.*

*As I noted on Friday, the KSA Bylaws, under Article 1(3) states: "The Society recognizes the equality of all people and shall not discriminate on the basis of, but not limited to race, religion, gender, sexual orientation, nationality, language or socio-economic status."*

*We all work in an organization that is supposed to represent and fight for student rights and respect among equals.*

*I would further ask that if you hear anyone making these kind of jokes about anyone – we have a right not to participate in those kinds of jokes and have the power to say "hey guys, that's not appropriate – we shouldn't joke that way."*

*We in Richmond are not going to joke this way anymore about each other or anyone else and I would hope all members of Council and the KSA can have the self-respect and personal responsibility and will to do the same. I strongly believe that no one in the KSA should feel uncomfortable about working with anyone else here. If there has been anyone who has been hurt by Mr. Woo, or myself I apologize. And I hope that anyone who has participated in the above could do the same towards us.*

*I have known Mr. Woo for many years, and I can attest that he is of the utmost character – a hard worker, who cares about students and Kwantlen, a caring and fun individual.*

*And I'm proud to say that I've also had the pleasure of getting to know many of the people working in the KSA over the years and I have the utmost respect for everyone here and consider many of you to be my friends. So I know we all can act mature and still have fun without that fun being at the expense of others.*

*Should this kind of behavior continue, action will be taken by filing complaints with the General Manager under the KSA's Safe & Healthy Workplace Procedure, and / or the Ombudsperson. Further to that, action can be taken within the University College under Policy C.21. Student Conduct as well as outside the University College under the BC Human Rights Commission, the Employment Standards Act or even Civilly in a Court of Law for, but not limited to, liable and defamation of character.*

*Respectfully submitted,*

*- Steven Lee, Richmond Campus Director"*

**Richmond Campus Council Procedure 2.10**

**Title:** Office Code of Conduct for Staff  
**Adopted:** July 2, 2004

1. Pursuant to Article 7 of the KSA Bylaws and Section VII of the KSA Regulations, all staff of the Richmond Campus Council shall:
  - i. be competent and careful in the carrying out of their duties;
  - ii. be punctual and work for time specified;
  - iii. be respectful and courteous to their fellow Student Association coworkers, as well as to students at large and those working within the Campus Community;
  - iv. greet students and other visitors of the KSA in a dignified and respectful manner and do their best to assist and help them;
  - v. fully read all materials sent prior to a meeting they are to attend, and be fully prepared to participate in deliberations in a responsible and informed way;
  - vi. follow and fulfill instructions or directives from the General Manager or motions as passed by the Executive Board, Council or Campus Council;
  - vii. act in the best interest of the Kwantlen Student Association; and
  - viii. avoid conflict of interest as defined by Section II (4) of the KSA Regulations and Richmond Campus Council procedure 1.06.