



Kwantlen Student Association

Facilities Meeting

**Tuesday, September 27, 2005 @ 2:00 pm
Facilities Office, Richmond**

- | | | |
|-----------|---|------|
| A. | Other Business | 2:00 |
| | 1. Misc. Office Issues | |
| | 2. Fall 2005 / Spring 2006 Events – has Richmond facilities received event forms? (No. 1) | 2:20 |
| | 3. Moving of Bulletin Board (No. 2) | 2:30 |
| | 4. Installation of Brochure Wall | 2:35 |
| | 5. Installation of Sound System | 2:40 |
| | 6. Microwaves – move some to other lounge areas on campus? | 2:45 |
| | There seems to be issue with the microwaves blowing the power outlets when more than one are running. No room in KSA lounge but perhaps have them elsewhere on campus? Where? | |
| | 7. Getting Journalism Students / Department Access to Satellite | 2:55 |
| | We are looking at getting an HDTV receiver within the next few months. They could purchase a new one or use the one we have. They would pay any additional subscription costs. Can a feed be sent to there area? | |
| | 8. Hanging the laminated bulletin board banners on the cement | 3:05 |
| | 9. Installation of Means of protecting KSA Only Bulletin Boards – glass casing? Where to find? How to do? | 3:10 |
| | 10. Cleaning of Lounge Carpet / Furniture – Ok to Rent Rug Doctor one weekend Perhaps at Fall Christmas Exam Period (end of year) as it is cheaper to rent them on weekdays? | 3:15 |
| | 11. Long term ideas for expanding KSA – ideas that we'd like to propose for getting plans into the long-term master site plan – strategy for proposing these ideas? Can plans be made to get more plugs outside in courtyard area during next summer's round of improvements / changes? | 3:20 |
| B. | Submissions | |
| | 1. Letter Received from Student Ashveen Koonja (No. 3) | |
| C. | Next Meeting | |
| D. | Adjournment | 3:30 |



**Kwantlen Student Association
Meeting with Facilities Agenda**

Tuesday, September 27, 2005

Attachment 1, Item A.2. – Fall 2005 / Spring 2006 Events Schedule
Time: 2:20 – 2:30 pm (10 minutes)

FALL 2005	Event Description	Primary Organizer
Tuesday, September 6, 2005 – Tuesday, September 27, 2005	Nominations for fall 2005 By-Election	Appointed by Council
Early September	Welcome Week & Welcome Week Pub Night	Director of Events / ECC
Saturday, September 17, 2005	Carwash EVENT FORM NOT RETURNED. SO WE CANCELLED.	Steve
Tuesday, September 27, 2005	Forum on Depression EVENT FORM NOT RETURNED. SO WE CANCELLED.	Steve
Wednesday, September 28, 2005 – 4pm	All-Candidates Meeting	Appointed by Council
Wednesday, October 5, 2005 (10am – 7pm) Thursday, October 6, 2005 (10am – 4pm)	Fall 2005 By-Election	Appointed by Council
Wednesday, October 12, 2005 (10am – 4pm)	Fall Career Fair 2005	Steve, Johnny, Ashveen, Christine
Wednesday, October 26, 2005 (10am – 4pm)	Dracula’s Blood Drive (Canadian Blood Services; Red Cross; Heart & Stroke Foundation)	Steve
Wednesday, October 26, 2005 (11:30 am – 1:30 pm)	Pumpkin Carving Contest; Coke Chug with Cafeteria in Cafeteria	
Saturday, October 28, 2005	Halloween Dance @ Local Club	Steve
Thursday, November 10, 2005 (11am)	Remembrance Day Event	Steve
Wednesday, November 16, 2005 (10am – 4pm)	Sex Education & Women’s Issues Fair	
Wednesday, November 16, 2005 @ 7pm	I Don’t Understand Women! (Norman Nawrocki – sex education comedy show, same guy as last year’s 7ft Penis show)	Steve
November 21 – 26, 2005	Fall Foosball Tournament in lounge	
Friday, December 2, 2005 or near end of term; off campus	End of Semester Pub Night	Steve

October – Poker Tournament

Spring schedule is tentative and subject to minor change.

SPRING 2006	Event Description	Primary Organizer
Early January	Welcome Week & Welcome Week Pub Night	Steve
Tuesday, January 10, 2006 – Monday, February 6, 2006 @ 4pm	Nominations for Spring 2006 General Election	Appointed by Council
Wednesday, January 25, 2006	Drug Awareness Forum / Fair	Johnny
Wednesday, February 8, 2006 @ 4pm	All-Candidates Meeting	Appointed by Council
Tuesday, February 14, 2006 (6pm – 9:00pm) or Friday, February 10, 2006	On Campus Valentine's Dance?	
Wednesday, February 15, 2006 @ 7pm	One Man Star Wars (or another similar show – has to be easy to sell - tbd)	
Wednesday, February 22, 2006 (10am – 7pm)	Spring 2006 General Election	Appointed by Council
Thursday, February 23, 2006 (10am – 4pm)	Spring 2006 General Election	Appointed by Council
Wednesday, March 22, 2006 (10am – 4pm)	Environmental Fair	Samantha
Wednesday, March 29, 2006 (10am – 2pm)	Talent Contest / Gong Show	Johnny
Friday, April 14, 2006 @ 7pm	End of Semester Pub Night @ Ralph's	

Forum on Depression to be moved from Fall to Spring.

May organize a 2nd Career Fair for Spring.

Right now, we have issue because we cannot do our own room bookings (Erin Minor was fired). Lori has not been happy that she is gone and wants KSA to find replacement.

I proposed to executive board that the campus Business Office Staff be the room bookings people for the KSA for that campus. So if the KSA needs space booked in Richmond, they'd go to Stella to arrange it. If they need it in Newton or Langley, they go through Sharon, etc.

It gives them more to do, it gives facilities and clubs and other on-campus student groups that book through KSA immediate access to someone who knows what to do (in terms of required forms, timeframes, etc.) and can help them process that. Sometimes in the past there were questions about bookings and requests not being filed properly and trying to call Surrey to find the answer proved to be difficult at times. Under this system, it's easy to check with Stella to see if things were booked; and it's easy for Stella to make sure people on campus get access to what resources they need to do what they need to do, in a timely manner that makes everyone happy. The Business Office Staff are also very reliable – they are at their desk 95% of the time.

Fall KSA Campus Council Meeting Schedule

Meeting Date	Room	Agenda Items Due
Friday, September 23, 2005	1360	Tuesday, September 20, 2005
Friday, October 7, 2005	1360	Tuesday, October 4, 2005
Friday, October 21, 2005	1360	Tuesday, October 18, 2005
Friday, November 4, 2005	1360	Tuesday, November 1, 2005
Friday, November 18, 2005	1360	Tuesday, November 15, 2005
Friday, December 2, 2005	1360	Tuesday, November 29, 2005
Friday, December 16, 2005	Lounge	Tuesday, December 13, 2005
Friday, January 13, 2006	TBA	Tuesday, January 10, 2006



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Attachment 2, Item A.3. – Moving of Bulletin Board

Time: 2:30 – 2:35 pm (5 minutes)

Request originally put through in Spring, but some guys noted we'd have to get the arcade machines moved first so they could access it. We'd like it moved out of the lounge so that the wall can be used for the brochure wall concept we have developed (with slotted board hung to wall, like you see outside the Surrey Campus KSA and in Richmond Counseling & Advising. We still have to purchase the slotted board, and would need facilities to install. We already have the plastic-hanging holders designed for a wall of this type). The plastic ones that were previously hung on the walls have been breaking (front plastic that holds the brochures snaps off).

Ideally, we'd like it moved to the hallway down past cafeteria, but any other visible location would be acceptable (perhaps somewhere on 2nd or 3rd floor?).



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**Attachment 3, Item B.1. – Letter Received from student Ashveen Koonja
For Info Only – Relates to Agenda Item A.1.**

From Ashveen Koonja Thu Sep 8 12:43:57 2005

To All Members of KSA Richmond Campus Council,

My name is Ashveen Koonja and I am a full-time student at Kwantlen University College. I used to work for the KSA in the past and my experience working for them was a positive one. I never had any complaints against any of my fellow colleagues at any time during my term. However, I would like to bring to the attention of the current members of the Richmond Campus Council about an incident that happened to me on Tuesday September 6, 2005 at about 6.45 pm in the KSA Lounge on the Richmond Campus.

I had a class in Richmond on that night and as it was the first day of class, I came to the KSA office and asked for a KSA dayplanner (agenda) from one of the officers who was on duty at that time. I was told his name is Kulvir Gill. So I asked him if I can have a dayplanner and he replied me in a sarcastic way that the printing office was broken down and that the printing plant is situated in New Orleans in the US. He thought I was making fun there so he was being sarcastic to me. Moreover, when I tried to tell him that I was not joking here and that I am here to inquire about the agenda he told me that I was being rude to him and that I should calm myself down. At that time there were two other members of the Richmond Campus Council who were also present in the office and lounge and they were witnesses of that particular incident = Johnny Woo and Cassandra Dieudonne were there as they were doing their office hours. Furthermore, Kulvir Gill also made some personal comments about myself and another current member of the Board of Directors of the KSA, which I really did not appreciate at all.

As a student at Kwantlen, I feel disgusted by the actions of Kulvir Gill on that night towards me. Like any other students, I came with the intention of getting an agenda for myself but instead I was involved in a verbal confrontation with a staff representative of the KSA. I would like to request the Richmond Campus Council to discipline Kulvir Gill about this incident that happened to me on Tuesday night. I feel that his way of talking to me was not professional at all and to me this behaviour is unacceptable. I do not encourage the KSA to have these type of people to work for the benefits of students. I would appreciate if appropriate disciplinary actions be taken against him and also make sure that these kind of incidents do not happen in the future to me and to any other students at Kwantlen. The KSA should be a place where students rights and interests are respected. I would also like to recommend that this incident be included in the minutes of the meeting where this issue will be discussed and also include in the minutes the appropriate actions that will be taken against Kulvir Gill.

I would like to thank all members of Richmond Campus Council for their attention to this matter and I would like to receive a follow up about the progress of this incident.

Ashveen Koonja
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