OVERSIGHT 2014-2015 REPORT

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Purpose

The purpose of this report is to outline the process and responsibilities of Oversight for the year of 2014-2015. The following document clarifies the responsibilities for Oversight including the timeline and process that will be used to evaluate PAI (Performance Accountability Incentive).

The main objective for Oversight this year is to support the AMS Executives in reaching their goals. This document aims to set expectations for the relationship between Oversight and the AMS Executives. This document will be submitted to Council publically with the intention to increase transparency surrounding the actions of Oversight. This document will be subject to change.

Oversight Members

Chair: Veronica Knott – Councilor at Large
Armin Rezaiean-Asel – EDUCOM
Tobias Friedel – UNECORN
Serena Ng – SLCC
Jenna Omassi – LPC
Spot to be Filled – Councilor at Large
Executive Assignments
The following interview teams will be assigned to the executives:

- President: Veronica and Jenna
- VP Academic: Serena and Armin
- VP Administration: Jenna and Tobias
- VP External: Tobias and Spot to be Filled
- VP Finance: Serena and Spot to be Filled

Oversight Duties
As outlined by Code:

1. Review the AMS Ombudsperson, three times a year.
2. Evaluate Executive performance to allocate Performance Accountability Incentive (PAI)
3. Respond or investigate complaints made against the Ombudsperson or Executive.
4. Authorize the receipt of gifts

Oversight and PAI Overhaul
Last year, Council passed a motion for the Oversight Committee to complete an evaluation and overhaul of the Performance Accountability Incentive program and through this, re-evaluate the duties of the Oversight Committee. Originally, a motion was passed for the overhaul to be presented to Council in September. The intention was for the new process to be applied to the AMS Executive 2014-2015. When the deadline arrived in September, a motion was made to postpone the presentation of overhaul until February 2015. The postponement was made for multiple reasons including: transitioning Chairs, amount of work required but most importantly due to consultation from legal advising that the overhaul cannot apply to the current Executives.

At the first Oversight Committee meeting, it was agreed that it would be too much work for the current committee to complete both the overhaul as well as effectively support the current Executive within the existing system. As such, the Oversight Committee has made their priority the successful evaluation of this year’s AMS Executives.

However, keeping in mind the presentation in February, alternate overhaul methods are being investigated. The first possibility is for the Overhaul to be incorporated into the Governance Review that the AMS is commissioning. This will be dependent on motion passed at the October 22 AMS Council Meeting. If that is not possible, other options will be pursued, including the possibility of an ad-hoc Committee.

In summary, the Oversight and PAI overhaul by the Oversight Committee has been put on hold until other options have been evaluated. For the AMS Executives 2014-2015, the Oversight Committee will be working within the existing AMS Code, with the exception of the recommendation to alter the timeline
for reviews to fit the new Executive terms. The detailed process for Oversight 2014-2015 is outlined in this document.

**Oversight Complaint Process**

Oversight can receive complaints about either the AMS Executive or the AMS Ombudsperson. For this year, Oversight will be categorizing complaints into the following three types:

1. **Misconduct:**
   This type of complaint states that either the Executive or Ombudsperson is in breach of the duties or values of their job. This type of complaint will require a formal evaluation process. The process of investigation and assignment of an evaluation team will be decided on by the total Oversight Committee. This is the most severe complaint.

2. **Harassment:**
   The AMS Ombudsperson will evaluate any Harassment complaints. If the complaint is against the AMS Ombudsperson, the Oversight Committee will seek help from the UBC Ombudsperson.

3. **Performance:**
   This type of complaint would be a comment on the performance of an Executive. It would be seen as a learning opportunity. The Oversight Chair and Interview Team would meet with the Executive in question, address the concerns of the complaint and create steps for improvement. This would be done in conjunction with the Executive Director.

**Timeline for the Year**

*October 15 2014:*
  Oversight Committee Meeting to review report, current goals, and proposed procedure.

*October 17 2014:*
  Chair will present to Executive Committee this report, including goals and proposed procedure.

*October 22 2014:*
  Chair will present to AMS Council this report, including goals and proposed procedure.
  Chair will present motion to amend Code to fit new timeline of Executive Terms.

*November 17-November 26 2014:*
  Each Oversight Interview Team will meet assigned Executive to complete a Midterm Review.
  Minutes will be taken of all meetings involved in the review.

*November 26 2014:*
  Midterm Review Summaries submitted to Chair and sent out with AMS Council documents.

*December 3 2014:*
  Chair (or Interview Teams) will present Midterm Review Summaries to Council.
  Chair (or Interview Teams) will present any updated Goals to Council.

*January 24-31 2015:*
  During this time period, Interview Teams will meet assigned Executive to complete a Winter Review. Minutes will be taken of all meetings involved in the review.

*February 4 2015:*
  Chair (or Interview Teams) will present any updated Goals to Council.

*February 21-28 2015:*
During this time period, Interview Teams will meet assigned Executive to complete a Spring Review. Minutes will be taken of all meetings involved in the review.

**March 23-April 8 2015:**
- PAI Final Evaluation will occur.

**April 8 2015:**
- Each Executive will receive their PAI Final Evaluation from their Interview Team.

**April 8-April 22 2015:**
- During this time period, Executive will be welcome to meet with their Interview Teams to discuss the scoring and reasoning behind their PAI Final Evaluation.

**April 29 2015:**
- Chair will present the PAI Final Evaluation to AMS Council.

**Review Structures**

There will be three progress reviews during the year and a final PAI Evaluation. The dates for the reviews can be found in the timeline above. Each Review will have a slightly different structure, which is explained below. Minutes will be taken during every review for reference later.

**Midterm Review**

This process will cover the time period of November 17 to December 3 2014. Executive goals can be updated and the changes will be presented at the December 3 AMS Council Meeting.

- **Before the meeting:**
  - The Executive will perform a Self Evaluation on the approved rubrics. This will be sent to the Interview Team twenty-four hours before the Review.
  - The Interview Team will evaluate the Executive on the rubrics.
  - The Interview Team will cross-reference the rubric scores and identify differences and low scores.

- **During the meeting:**
  - Together, the Executive and the Interview Team will address steps to improve the differences or low scoring goals.
  - If deemed necessary, the Executive and Interview Team will re-evaluate Executive’s goals.

- **After the meeting:**
  - A 200-word summary surrounding the Executives achievements and improvements will be created, this will be referred to as the “Midterm Review Summary”.
  - This summary will be written as a general update for Council specifically to do with Executive Goals.
  - The summary will be presented at the following AMS Council meeting along with any Executive goal changes.
Winter Review

This will follow a similar structure to the Midterm Review except will not include a summary. This process will take place during the time period of January 24 to February 4 2015. Executive goals can be updated and presented at the February 4 AMS Council Meeting.

• Before the Review:
  o The Executive will perform a Self Evaluation on the approved rubrics. This will be sent to the Interview Team twenty-four hours before the Review.
  o The Interview Team will evaluate the Executive on the rubrics.
  o The Interview Team will cross-reference the rubric scores and identify differences and low scores.

• During the Review:
  o Together, the Executive and the Interview Team will address steps to improve the differences or low scoring goals.
  o If deemed necessary, the Executive and Interview Team will re-evaluate Executive’s goals.

Spring Review

This will follow a similar structure to the Midterm Review except removes the summary. This process will take place during the time period of February 21-28 2015. Executive goals cannot be updated or presented to Council after this review due to the restricted time frame.

• Before the Review:
  o The Executive will perform a Self Evaluation on the approved rubrics. This will be sent to the Interview Team twenty-four hours before the Review.
  o The Interview Team will evaluate the Executive on the rubrics.
  o The Interview Team will cross-reference the rubric scores and identify differences and low scores.

• During the Review:
  o Together, the Executive and the Interview Team will address steps to improve the differences or low scoring goals.

PAI Final Evaluation

This process will take place during the time period of March 23 to April 29 2015.

• Before the Evaluation:
  o The Executive will perform a final Self Evaluation on the approved rubrics.
  o The Executive will prepare a report document that will be no longer than 1000 words and will outline:
• The Executives achievement of there goals
• The Executives process or steps they took to reach their goals
• Any obstacles the Executive encountered.
• **Any specific examples must be referenced and supporting document must be provided.
  
  o The final Self Evaluation, Report Document and any references will be sent to Interview Team and Chair seven days before the PAI Final Evaluation Meeting for review.
  
  o Once the documents have been reviewed and validated by the Interview Team, all documents (excluding references) will be sent for the whole Oversight Committee to review prior to the Evaluation.
  
  o The Oversight Committee will also receive copies of rubrics from the Midterm, Winter and Spring Reviews. As well as any steps or documents created in these meetings.
  
  o The above documents will be specific to Executive Goals; the Interview Teams will be responsible for collecting data surrounding the other sections of PAI Allocation (Executive Committee and Duties).

• During the Evaluation:
  
  o Each Executive will be given a maximum of 30 minutes to present on their goals and achievements throughout the year.
  
  o Each Executive will be given 30 minutes to answer questions or concerns from the Oversight Committee.
  
  o The Executive will be thanks and then be asked to leave.
  
  o Each Committee Member will score on the rubric.
  
  o The scores of all committee members are averaged; the highest and lowest committee member scores are removed. The score is set.
  
  o Any adjustment after that needs unanimous vote of the Committee.

**PAI Allocation Process**

**Executive Goal Evaluation**

This will be the marking system for Oversight to evaluate Performance Accountability Incentive. PAI Allocation is completed out of a score of 100%. The allocation will be based within the criteria defined in Code. Code states:

• 10% for attendance at Executive Committee Meetings
• 20% for fulfilling their duties as set out in Code
• 70% for the extent to which they achieved certain goals or deliverables.

The PAI Allocation will be evaluated on two rubrics. The first rubric, Rubric A, will evaluate Executive Committee (10%) and Duties by Code (20%) on a generic rubric.
### Rubric A: PAI Final Evaluation Rubric One 2014-2015

<table>
<thead>
<tr>
<th>Section</th>
<th>% of Section</th>
<th>Description</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Committee (10%)</strong></td>
<td>5%</td>
<td>How often did the Executives hold and attain quorum at ¾ of totally possible Executive Committee meetings?</td>
<td>Did not meet goal</td>
</tr>
<tr>
<td><strong>Duties by Code (20%)</strong></td>
<td>5%</td>
<td>How often were Executive Committee minutes submitted to Council no later than one month following the Executive Committee meeting in question?</td>
<td>Did not meet goal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How often did the Executive work, on average, no less than 40 hours per week?</td>
<td>Did not meet goal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How often did the Executive hold no less than 5 office hours per week, 1 per week in a public location?</td>
<td>Did not meet goal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How often did the Executive post specific office hours and alternative means of contact on office door?</td>
<td>Did not meet goal</td>
</tr>
<tr>
<td></td>
<td>15%</td>
<td>How often did the Executive reach the duties listed in Code, as highlighted by Oversight?</td>
<td>Did not meet goal</td>
</tr>
</tbody>
</table>

The second rubric, Rubric B, is personalized for each Executive. It will list a summary of their goals and sub targets, allowing both the Executive to quickly review each goal and sub target. The personalized rubrics will be created once the method is approved.
For PAI Final Evaluation the scores on the Categories will be converted to a percentage using the following system. This system was created with the intention that the increase between each category is not a linear increase. To explain, an increase from “did not meet goal” to “partially met goal” will give you a smaller percentage increase then an increase from “partially met goal” to “mostly met goal”.

For example, the categories are assigned these values.
0= 0% for Did not meet goal
1= 25% Partially met goal
3= 75% Mostly met goal
4=100% Met Goal

The values for each section of the rubric is added up and divided by the maximum score possible to calculate the percentage. For a visual representation, the increase graph would look like this:

**Graph A: Graphical Representation of Increase**

Values Conversation

There is an additional part of PAI Allocation that is outlined by Code. This is that Oversight has the power to remove up to 50% of the PAI if it deemed that the Executive has breached the AMS Values.
This section of the PAI Allocation will be the most subjective. In order to increase communication surrounding this section, Oversight will be adopting the following process.

At the Midterm Review, the Interview Team will review each Value with the Executive and addresses any concerns they face about possible breaches in the Values. As well, answer any questions or clarifications the Executive have. At the end of the year, the evaluation of Values remains the same process as other options. Then the Oversight Committee would go back and review the Executive on whether they had violated the Society’s Values. From this, if the Executive were deemed to have violated the Society’s Values, a report would be created recommending the removal of a certain percentage of PAI based on the number of values breached and examples listed.

Any reduction due to a breach in values will be presented after the presentation surrounding PAI Allocation. However, Executives will be told about these reductions on April 8 along with their PAI Allocation.

**Rubric D: AMS Society Values**

<table>
<thead>
<tr>
<th>Values</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Honesty</td>
<td>Integrity in the workplace and among the membership at large.</td>
</tr>
<tr>
<td></td>
<td>Sharing information in a transparent way to encourage open communication and understanding.</td>
</tr>
<tr>
<td>Effectiveness</td>
<td>Completing tasks in a timely manner while continually improving processes and encouraging others to find new and efficient ways to be productive.</td>
</tr>
<tr>
<td></td>
<td>Maximizing contributions by being an engaged employee or officeholder.</td>
</tr>
<tr>
<td>Accountability</td>
<td>Being a valued member of the AMS and making ethical decisions.</td>
</tr>
<tr>
<td></td>
<td>Understanding we are in an organization of learning. Not only demonstrating tolerance towards those who make mistakes but also taking ownership for mistakes made in order to learn from them.</td>
</tr>
<tr>
<td></td>
<td>Promoting openness and transparency in the organization’s procedures</td>
</tr>
<tr>
<td>Respect</td>
<td>Embracing diversity and sharing/teaching stories on culture and personal perspective without fear of being judged.</td>
</tr>
<tr>
<td></td>
<td>Treating internal/external customers, co-workers, fellow officeholders, and members at large with dignity and genuine acknowledgment</td>
</tr>
</tbody>
</table>
**Teamwork**

| Working collaboratively to reach the organizational/outlet/departmental goals. |
| Supporting each other and creating a culture of enjoyment and support. |

**PAI Allocation Appeal Process**

To formally change the PAI Allocation set by Oversight, Executives must receive a 2/3-majority vote from AMS Council. The Executive will make an appeal, from the floor, during the PAI Allocation announcement.

It is not appropriate for Oversight to repeal a decision they have previously made, as such this Appeals process will still require Council approval on the appeal. Oversight recommends that any appeal is sent to Council in a one-page in-camera submission explaining the percentage change requested and give explicit reasoning.