Minutes of the AMS Oversight Committee
Thursday May 16th, 2013

Attendance

Present: Aaron Bailey (Chair), Armin Rezaiean-Asel (EDUCOM Chair), Anne Kessler (LPC Chair), Serena Ng (SLC Chair), Roshak Momtahen (UNECORN Chair), Mona Maleki (Councillor)

Recording Secretary: Mona Maleki

Call to Order

The meeting was called to order at 2:15 P.M.

Approval of Agenda

Moved: Armin Seconded: Serena
That the Agenda be adopted.

*The motion carries unanimously.*

Appointment of Vice-Chair and Recording Secretary

Aaron highlighted that since he is away for the summer period the presence of a Vice-Chair who is present in Vancouver is important. Although he will be communicating and carrying out the role of chair via online communication, the Vice-chair will need to ensure that the committee is supported.

Serena suggested for Mona to be nominated for Vice-Chair but Mona pointed out that she will be away most of August. Armin also voiced that he will be going away as well. No other members of the committee expressed any interest in nominating themselves for the role of Vice-Chair.

Mona expressed that she would accept being nominated for the position until she leaves in August.

Moved : Aaron Seconded : Armin

That Mona be appointed the Vice-Chair of Oversight Committee for the duration of May to July. Where by another member of the committee will then be nominated to act as the Vice-Chair for the month of August.

*The motion carries unanimously.*
Overview of Related Code

a. Responsibilities

Aaron went over and read the Code Changes 2013: Executive Performance Incentive document. He discussed article 14 and 15, first going over the role and responsibility of oversight committee and then going over the changes to Code. Aaron specifically highlighted the percentage breakdown of the Performance Accountability Incentive (PAI). He then asked if Anne wanted to add any background information or experience to the discussion.

Anne expressed that she had not taken a role in Oversight last year but she had been a part of the committee two years ago when PAI was passed and implemented by council.

Aaron asked if individuals had any questions and the committee expressed an understanding of the code description of roles and responsibilities. Aaron highlighted that in particular, the committee needs to put emphasis on their responsibility in being supportive of the executives.

b. Committee timeline

Aaron gave an overview of the timeline for the year based on Code requirements. He went over the final presentation with regards to the achievement of goals to council in February.

Anne stressed that it is important to recognize that the committee needs to do things ahead of time. Although the timeline highlights a presentation in February, this item needs to be worked on a lot earlier because there is a lot of work to do.

The committee then discussed the presentation of goals needed to be made in the June Council meeting. Due to the restricted timeline, Aaron asked the committee to decide whether to meet with executives as pairs or as a whole committee. Anne strongly supported and suggested the pairing of committee members with executive in the interest of saving time.

The committee agreed that pairs would be the best option and during the next committee meeting each pair can present on their assigned executive.

The committee also agreed that it would be best to have the Ombuds person come and present to the whole committee. It was decided that by Friday May 24th all executives and pairs would have scheduled their meeting.
Goal-setting Guidelines

a. Definitions for “good” performance and goals

A discussion was lead by Aaron on the actual goal evaluation process. Anne voiced that it is important to have flexibility in the way the goals are measured as it will be based on each individual’s portfolio.

Mona expressed that looking at past goals will help the committee understand what executive goals can look like.

Aaron said that there needs to be a baseline for the committee to go about evaluating goals, but that the committee cannot have a decision in deciding the executives’ actual goals.

Armin rephrased what Aaron said and then suggested the idea that he had come across in class known as SMART goals. It would give the committee a consistent outline to go about evaluating and looking at goals, yet it would be broad enough for each executive to make their own. The committee agreed on this.

Aaron pointed out that it is important to ensure that the executive goals are within their role as outlined in code.

Mona suggested that it would be best if there was a SMART template and each executive was sent out the same template. This way the committee would have consistency when each pair is presenting the executives goals. Aaron agreed to drafting up the template.

b. Acceptable metrics/checkpoints

Aaron led a discussion around the measurability of goals. It was decided that in the template there will be space for sub goals and that there will be specific space to indicate how to measure the success of sub goals. Aaron and Anne both stressed that it is important for the committee to support the execs in coming up with attainable goals.

c. Consideration of early Executive projects/work

Aaron asked the committee for their thoughts about the consideration of early executive projects in their PAI. The committee was in agreement that work which the executives had taken on since their appointment in January is valid as part of their goals.

Anne voiced that it is important to recognize which projects are continuation of last year’s goals. It is left to the committee members to make sure that the goal is not a continuation of work meant for the previous year’s goal.
Executive Assignments

The committee then decided to pair of for each executive. Mona said that it is best to pair of into one person who works with the executive and one person who has no experience working with that executive.

Anne mentioned that those who have a conflict of interest with an executive should not pair up with that executive. The committee agreed that it is important to be as objective as possible, to provide the most amount of support. It was decided that Aaron would not pair up with anyone.

Aaron asked that if any issues come up for committee members, that they should let him know. In addition he said that he would ask Joanne for past goals.

Mona also emphasized that if anyone feels as though they are not in a place to be supporting the executive with an unbiased view, then they should let the committee know.

Anne and Aaron both emphasized that it is important to ensure this year they set a different relationship between oversight and the executive committee. Aaron stressed that it needs to be one which is supportive.

Goal Proposal Meeting

It was decided that the committee will meet the week before council to finalize goals.

Adjournment

Meeting was adjourned at 3:00 P.M.