



# THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

## AMS Human Resources Committee

Agenda/Minutes for September 24th, 2018

AMS Nest Room 3511, 6:30pm

**Members:** Cole Evans (Chair – Councillor), Evan Zhou (Councillor), Darren Touch (Councillor), Jennifer Cheng (Councillor), Marium Hamid (AMS President), Piers Fleming (Student Services Manager), Benjamin Brett (Student at Large).

**Non-voting members:** Jun Zhou Frank Ju (AMS Ombudsperson).

**Present:** Cole Evans, Darren Touch, Jennifer Cheng, Piers Fleming

**Regrets:** Evan Zhou, Benjamin Brett, Marium Hamid, Jun Zhou Frank Ju

**Recording Secretary:** Jennifer Cheng

Please note that this agenda distributed less than 48 hours before the scheduled meeting time.

### Call to Order

Called to order at 6:37pm.

### Territorial Acknowledgement

### Approval of Agenda

Moved by: Darren Seconded by: Jennifer

Motion Passes

### Approval of Minutes

None to approve

### Introductions

# THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

## Chair Updates

Goals for this term - wage reviews (double checking), concerns of executive wages, advisory board selection process (October)

## Committee Member Updates

### Determination of Regularly Scheduled Meeting

Sending out another when2meet - please be very honest - only a one-hour bi-weekly commitment

## Advisory Board

- A graduate and undergraduate student is recommended to sit in on the Advisory Board
- Looking for some recent alumni as candidates
- Shortlisted candidates shall be brought to the November 7th AMS Council meeting
- Article 2, Section 4 - look into changing the commitment time for a professional from 3 years to 1 year → send to Governance Committee to review
  - To be reviewed by Finance Committee to discuss pay grade and contracts
- Interviews to be conducted by the HR Committee

### Review code changes next HR Committee

Moved by Darren, Seconded by Jennifer

BIRT HR Committee review relevant code changes next HR Committee Meeting

...Motion Passes

## Goal Setting

- Reach out to past HR Committee Chair
- Reach out to Marium to review Steering Committee Goals
- Consult with summer HR Chair to review previous goals set
- Find more ways to reach out to the GSS to hire more graduate students
- Employee feedback (survey) and work to create a more streamlined process for employees to bring up HR concerns - re-run at end of HR committee term to evaluate any improvements made
- Compile an evaluation regarding HR practice and recommend that HR Manager distribute to all employees and report back to HR Committee - use as starting point for job
- Reach out to the newly hired HR Manager

## **THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**

- Wage review - review executive wages
- All hourly wage reviews conducted this summer to meet minimum wage changes
- Reach out to Managing Director
- Update AMS hiring website - after consultation recommend that the AMS hiring portal to be updated by the company that updated new AMS website

### **Other Business**

#### **Adjournment**

Adjourned at 7:37 pm

Moved by Jennifer, Seconded by Darren

Motion Passes