



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS Human Resources Committee

Agenda/Minutes for January 18th, 2019

AMS Nest Room 3511, 9:15am

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).

Recording Secretary: Jennifer Cheng

Guests: Praneet Sandhu (Human Resources Manager), Leslie Tulett (HR Coordinator), Pooja Gandhi (HR Generalist)

Regrets: Piers Fleming, Jun Zhou Frank Ju

Note that all meetings in second term shall last 1hr 45mins in duration.

Call to Order

Meeting called to order at 9:26

Territorial Acknowledgement

Approval of Agenda

Moved by Cole, Seconded by Darren.

.... MOTION PASSED

Approval of Minutes

November 19th, 2018

November 26th, 2018

January 9th, 2019

Moved by Cole, Seconded by Darren.

.... MOTION PASSED

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Chair Updates

- Advisory Board
 - Will likely get Advisory Board up and running by the end of January or early February
- Steering Committee
 - Revisiting mission statement and strategic plan
 - Discussed Councillor Orientation
 - Reformatting Handbook
- AMS Exec Portfolios
- Greater Organization in Term 2
 - All relevant documents can now be found in the Drive

Employee Feedback Survey

- 2018 Employee Survey Results
- 56 responses - Nov 22nd - Dec 21st
- Last year, 155 responses - likely due to timing of the survey
- AMS website and word of mouth - most common way of finding jobs
- Employees interested in FAQ for the application process
- Main reasons students apply: flexible hours and working on campus
- Ways to better motivate work: more money and higher appreciation by manager
- Improving orientation and training program - looking into standardizing trainings amongst departments and outlets
- Overall neutral-positive feedback from employees
- Recommendations from HR
 - Planning on conducting survey in May - to boost response
 - Reviewing and editing current survey questions
 - Improvements based on survey results
 - Launching new orientation program
 - Employee engagement activities and appreciation events

AMS Hiring Portal

- Potentially looking into new iKrut system or improving the current system

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Chief Electoral Officer (Code/JD Changes)

- Renaming Elections Administrator to Chief Electoral Officer

Moved by Cole, Seconded by Marium,

BIRT the title of Elections Administrator be changed to Chief Electoral Officer, effective May 1st, 2019.

... MOTION PASSED

Role of Ombudsperson

- Goal: to clarify the role of the Ombudsperson
- Role can currently overlap with HR processes
- Ombudsperson are supposed to report back to Council
- Ombudsperson and HR should examine the intersections of the roles and find when it is most appropriate to consult HR vs. Ombuds
- Ombudsperson should be viewed as the last resort
- Ombudsperson can initiate investigations to be brought to council, however no action can be taken through the Ombuds
- HR should review the role of the Ombudsperson to see areas where the roles may overlap and clarifications can be made
- Consider a full time Ombudsperson that works partially under AMS HR - deals with daily grievances, clubs, and constituencies

Adjournment

Adjourned at 10:46am