



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS Human Resources Committee

Agenda/Minutes for October 1st, 2018

AMS Nest Room 3511, 4:45pm

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, Evan Zhou, Benjamin Brett

Guests: Dylan Bramm (Councillor), Chris Hakim (AMS VP Administration), Kuol Akuechbeny (AMS VP Finance)

Regrets: Jun Zhou Frank Ju (AMS Ombudsperson)

Call to Order

The meeting was called to order at 4:53pm.

Territorial Acknowledgement

We acknowledged that we are on the ancestral, traditional, and unceded territory of the hən̓ə̱mi̱n̓əm̓ speaking, Musqueam people.

Approval of Agenda

Moved by Evan, Seconded by Jennifer

... Motion Passes

Approval of Minutes

Moved by Jennifer, Seconded by Evan

Minutes for September 24th meeting - see attached.

... Motion Passes

Chair Updates

- Met with Marium
- Will likely finalize goals by next meeting
- Advisory Board timeline - on schedule
- To invite HR Manager for the upcoming meetings

THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

Committee Member Updates

-None

Update from Governance Committee

- Dylan is here to present proposed changes to code.

- Interested in creating changes to code regarding electoral procedures
 - Elections code changes
 - Changes in responsibilities for EA
 - EA to be more involved in all elections appeals process
 - Recommendations provided by Elections Committee
- HR to update Job Description and Hours of the Elections Administrator
 - Increasing hours in the second semester
 - Not an increase in wage
 - To conduct online vote

AMS Administration Portfolio Updates

Presentation from AMS VP Administration Chris Hakim

BIRT the position title of the 'Hatch Art Gallery Manager' be changed to 'Hatch Art Gallery Director.'"

Motivation: In the field of art, management is usually referred to as Director to relevant parties; More inclined to apply

BIRT the position title of the 'Hatch Art Gallery Assistant Manager' be changed to 'Hatch Art Gallery Assistant Director'.

-The Director, Manager, Coordinator conversation has been had - creates confusion in the levels within the AMS

BIRT that the above 2 motions are dismissed

Moved by Darren, Seconded by Marium

... Motion Passes

THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS Student Refugee Program Coordinator

Presentation from AMS VP Finance Kuol Akuechbeny

-Kuol: I would like to explain what this program is. This is a national organization. It operates in nearly all universities in Canada. This program sponsors refugees to study in Canada. Based on previous challenges,

-changes were made to the role and passed by last year's council to be piloted for 4 months. I will requesting that the items presented regarding this role be approved. We do have the budget to accommodate the changes.

-Marium: Why will UBC no longer pay for this?

-Kuol: Work Learn helped fund it to support us in testing it out. Its logistically difficult for this position to fall under Work Learn because of the hours

-Marium: I understand that we need to fund it this year. My only concern is that things that UBC should take the tab on, we shouldn't be take it on. We should consider if there is a better way to share responsibilities with UBC.

-Piers: Are we paying someone for this role right now?

-Kuol: Yes, we are

-Cole: Which portfolio is this in?

-Koul: Its under the VP Finance Portfolio

-Cole: I share Marium's concerns about having a dedicated person to serve a small group of people. I feel it'll be better to have conversations with UBC about this.

-Marium: If we do approve this, I would like us to review this again next year.

-Darren: I feel like this is the universities responsibility to do this. They have the resources and budget to manage this.

-Kuol: We are in conversations with the VP Students office and they are willing to be \$2,600 for this.

-Darren: So the proposal is to have this approved for this year.

-Kuol: Yes

-Marium: So basically, this is for a extension of the term for this position till April 30th.

-Cole: Is it necessary to extend? What are the benefits of not extending the contract?

-Kuol: You would save \$4000-6000 for the year.

-Cole: If we didn't extend, would we lose a service available to students?

-Marium: For the sake of this year, we can keep the contract, and slowly phase it out if necessary.

Attached Documents:

Student Refugee Program (SRP) Coordinator1

Student Refugee Program (SRP) Coordinator2

Student Refugee Program (SRP) Coordinator3

~~BIRT that the items pertinent to the Student Refugee Program (SRP) Coordinator be accepted as presented.~~

THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

BIRT that the contract term length for the student refugee program coordinator be extended until April 30th 2019.

Moved by Darren, seconded by Benjamin
...Motion Passes

Revision of Elections Committee Positions

Proposed by Elections Administrator Halla Bertrand

Attached Documents:

Chief Returning Officer_Edits
Event and Logistics Officer_Edits
Online Communications Officer_Edits

BIRT The edits to the jobs listed above be accepted as presented.

Motioned by Darren, Seconded by Piers
...Motion Passes

Advisory Board

- Marium and Cole had discussions on the composition of the Advisory Board
- Add chairs of standing committees as non-voting members
- Two year commitment
- Four meetings for quarterly reports and one transitional meeting at the end of the term
- Remain in consultation with HR manager regarding candidates
- HR Committee needs to play an active role in recruiting people to the Board
- Three professionals, two students (alumni included, no longer than two years out)
- Cole: There isn't much incentive or motivation for people to nominate other people

New Strategy for the Advisory Board
Necessary Code Changes

Goal Setting

Continue to determine working goals for rest of year.

THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

Motion to be move discussion to next meeting

Moved by Marium, seconded by Darren

...Motion passes

Other Business

None

Adjournment

6:30pm October 1st



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