



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

### AMS HR Committee

Minutes for May 22, 2019 – 3:00 PM, NEST Room 3511

**Members (Present):** Riley Ty (Chair - Councillor), Kevin Zhang (Councillor), Kelvin Au (Councillor), Chris Hakim (AMS President),

**Guests:** Praneet Sandhu (AMS HR Manager), Leslie Tulett (AMS HR Coordinator)

**Regrets:** Matthais Leuphrect (Councillor), Andrew Huang (Councillor – Resigned), Osaro Obaseki (Ombudsperson)

#### Call to Order

- The meeting was called to order at 3:04 pm in NEST Room 3511.

#### Land Acknowledgement

We acknowledge that we are on the unceded, traditional, and ancestral territory of the Musqueam people. It is important to recognize that learning has happened long before our time here, and that we are very privileged to be on these territories that are not ours.

#### Approval of the Agenda

- Moved by Chris, Seconded by Kelvin
- Friendly Amendment by Riley, Vice Chair election moved to before other business selection.

#### Introductions

Riley:

- Introduction as chair, councilor, establishment of personal goal to tell one new joke per meeting.
- Introduces meeting check-ins, in which willing participants will share one personal high moment and low moment for the week.
- Each member then proceeded with introductions and the check in.

#### Updates from the Chair

Riley:

- Discusses councillor and member at large vacancies on the committee, encourages councillors to advertise the member at large spot via their constituencies.

**Discussion: Transition Report and Working Dynamic**

Riley:

- Goes over transition report, focusing on Recommended and Uncompleted projects section and current status, given that majority of hiring is completed.
- First point is filling the vacancy on the advisory board.

Chris:

- States that staff are focused on filling the spot, but encourages everyone to recommend appropriate candidates.

Riley:

- Would like clarification on purpose of the advisory board.

Chris:

- The purpose is to advise on the AMS as a whole (i.e. operations, businesses, projects, etc.), used to be focused more on the business side, but currently looking for candidates with experiences ranging from business administration to CPA and HR backgrounds, in order to help fill any gaps.

Riley:

- Next point is Ombudsperson, specifically code mandated triannual review.

Leslie:

- Discusses the role of ombudsperson and that they exist to provide support as a resource.

Chris:

- Ombudsperson is kept at a distance, for good reasons, but highlights the need to view data in regards to the number of bullying and harassment cases, in order to better respond to them and the triennial review, which can be changed to a quarterly review.
- It is also important to discuss topics of sexual violence prevention and expansion of the Ombudsperson role and or staff, via possible return of deputy ombudsperson.

Riley:

- Discuss the employee feedback survey

Leslie:

- Employee feedback survey has consistently contained the same questions for yearly comparison, how HR committee can help with the metrics of the question
- Highlights that the metrics we want to track and feedback from the committee how we can better get responses from the students – try to do it in March.

Riley:

- Opens discussion of how jobs are advertised, citing low response rate as a need for better means of advertisement.
- Suggestion to partner with constituencies to advertise certain roles and communications would return the favour.

Chris:

- States that number of applications varies and is more dependent on the portfolio, the conditions of the role and other factors.

Riley:

- Moves on to Chief Electoral Officer (CEO) situation, states that service Canada currently limits the maximum number of hours international students can work per week at 20 hours, but there are no restrictions for on campus jobs.
- Highlights that the CEO will work less than the limit until Winter Term 2, when AMS election preparations begin.

Kelvin:

- “Are we confused on what is the definition of an on-campus job, have we tried contacting someone?”

Leslie:

- Has been contacting service Canada to discuss the issue, but has been given the run around.
- The issue is that service Canada does not really list what constitutes the work permit conditions.
- After much discussion, it is has been determined that AMS employment is a legal grey area, on campus work can count as a UBC TA, but the AMS is a separate entity and does that constitute off campus as it is not part of UBC (i.e. the entity, not the physical location)?
- Warns that, “a good lawyer will eat us alive”.

Kelvin:

- “Can we not say yes?”

Praneet:

- "If this rule is violated, then the employee in question will be deported."

Kevin:

- "There are many students in similar situations and they limit the number of hours they work, should we not advertise they can work more than 20 hours?"

Riley:

- "Until this issue is resolved, we cannot advertise it, as it has the potential to put more people in a difficult spot."

Praneet:

- Suggests to Leslie to email Service Canada to have a record of the conversation, to which Leslie agrees.

Kelvin:

- Outdated info on the website.

Chirs:

- Apologizes and will get his staff to resolve the issue.

Riley:

- Discusses updating the elections staff job descriptions before September and asks if it would be helpful to reach out to former elections staff.

Chris:

- More about info updating and recommends working with the current portfolios.

Riley:

- Asks Praneet if HR would like the reintroduction of the defeated Ombudsperson motion, which would prevent AMS Staff from filing complaints with the Ombudsperson?  
- Promises to discuss with the Clerk of Council if and how it can be reintroduced, also recommends that HR be invited to council, to present its side of the argument, possibly the Ombudsperson as well.

Klevin:

- "What is the issue?"

Chris:

- Staff can go to the Ombudsperson for complaints, but HR is better suited for staff related concerns, Ombudsperson exists more for students.

Praneet:

- Where is this stated?

Chris

- Let me show you the relevant sections of code.

Praneet:

- Should the respectful environment policy reflect this code.

Chris:

- Policy says one thing, but does not limit staff going to the Ombudsperson such as during labour negotiations.

**Discussion: Committee Goals**

1. Agree to update elections staff job descriptions by September.

2. Agree to establish system for Ombudsperson review and exchange of information.

3. Agree to reintroduce Ombudsperson motion in AMS council.

- Resolve CEO situation (i.e. what constitutes off and on-campus jobs by January, will be handled by Leslie)

Riley:

- Suggest a midterm executive review as another possible goal, to improve accountability.

- "Idea is that the executives would submit reports to HR committee in regards to their portfolios performance, progress of meeting goals, etc. HR committee would then identify any gaps of information, request they be filled in, write its own report and send in both to AMS Council for review."

Chris:

- Midterm presentations are already given to council in October.

Riley:

- Other possible committee goals will likely be finalized by email; updates will be sent out accordingly.

**Discussion: Future Meeting times**

- After much discussion, due to monthly changes in members' schedules, meeting times will change on a monthly basis and a when2meet for each month will be sent prior.

**Selection of Vice Chair**

- Due to vacancies and lack of interest, selection of Vice chair will be postponed until the vacancies are fulfilled, at which time voting will occur through email.

**Other Business**

**Adjournment**

The meeting was adjourned at 3:44 pm.