



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

### AMS HR Committee

Minutes for June 13, 2019 – 1:00 PM, NEST Room 3511

**Present:** Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Kevin Zhang (Councillor-  
phoned in), Kelvin Au (Councillor), Chris Hakim (AMS President), George Kachkovski (Member at  
large), Osaro Obaseki (AMS Ombudsperson), Max Holmes (Councillor)

**Regrets:** Praneet Sandhu (AMS HR Manager)

#### Call to Order

The meeting was called to order at 5:33pm.

#### Territorial Acknowledgement

Riley: 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: Chris

Seconded: Osaro

Be it Resolved That the agenda be adopted. *The motion carries unanimously.*

#### Approval of Previous Minutes

Moved: Chris

Seconded: Michelle

Be it Resolved That the minutes from last meeting be adopted. *The motion carries unanimously.*

#### Introductions and Check-in

Each member introduced themselves and shared a highlight and lowlight of the week.

#### Updates from the Chair

#### Selection of Vice Chair and Recording Secretary

George Kachkovski was selected as the vice chair.

Michelle volunteered as recording secretary for this meeting. Plan to rotate each meeting.

#### Discussion: Review and Approval of Job Descriptions

- Changes to two JDs for VP external
- Chris: Two changed positions.

- New AVP for this fiscal year because federal election (need more outreach therefore more staff hours). Increase in hours and pay rate. Funding will come out of the federal election fund.
- Changing SUDS coordinator name. Increased the term to continue through September at 10 hours per week to do wrap up and reporting. Costs reflected in the new budget already.
- *Approved by unanimous consent.*

**Discussion: Final approval of Committee Goals**

- Update election staff JDs
  - JDs have already been updated.
  - Doesn't need to be a goal, just something that will happen if needed.
  - *Removed from list of goals.*
- Ombudsperson review system
  - Chris: Three times a year – Aug, January, April
  - Osaro: What was it like in the past?
  - Chris: Never been one before, building from the ground up.
  - Chris: This is important because we are missing metrics from Ombuds office. SASC tracks number of visits. Would be good for ombudsperson to do so too. Would give us info on capacity of the office too.
  - Max: A review did happen 3 years ago for an annual report to Council with metrics.
  - George: Is the ombudsperson independent from the AMS?
    - Chris: Yes, hired by Council but operates at arms-length from the AMS. That's why a review would be useful.
  - Max: Ombudsperson is to serve students. HR is for staff-related things.
  - Chris: The review is to look at efficiency, success, etc. because the Ombudsperson has no direct report/regular check ins. Would also be very useful to have metrics within the office.
- Ombudsperson code change
  - Riley: We will reintroduce the motion at Council and Praneet will come to explain it to everyone.
- Expand diversity of applicants
  - Max: It should also be a goal of increasing the number of applications, not just diversity.
  - Chris: Equity and inclusion plan will be related to this. Need to be careful about human rights law around demographic info and personal information collected in the interview process. There could be liabilities.
  - Max: Can't collect info during the hiring process. Has to be once people are hired. It could be an anonymous survey.
  - Difficult for workplaces to get people to fill out a survey.

- Chris: This executive will also be working on a Human Resource audit. Retention rates, turnover, trends in recruitment rates and diversity as well.
- Michelle: Last week Leslie also mentioned that the AMS is an equal opportunity employer.
- Max: Equal opportunity employer means that HR trains everyone who hires people to ensure they keep equity in mind.
- Hiring process for appointees
  - Riley: Just review the process in Code to make sure it is up to date.
  - Chris: Discuss this with Kat – executives have to come to this committee for JD changes. Executives often try to come in April, but it's hard to change JDs then. Shouldn't have to come to this committee and council. This committee doesn't consider the financial aspects. That lies with the Finance Committee. Need to check that changes in hours have been budgeted for. Joint committee meetings for approving JDs.
  - Max: JDs are often approved for an increase in hours for the next year and Finance Committee isn't included in the discussion.
  - Chris: We should look into whether number of staff is reflecting what we actually need and if there are inefficiencies
  - Riley: Let's add the joint committee meetings as a separate goal.
- Transition process for student staff
  - Riley: Kat said it would be good to have the predecessor around for a week to work with new staff. Also mandating transition reports for committee chairs and AVPs
  - Max: For services student staff there are 2 weeks to a month of an overlap period where both the ingoing and outgoing coordinators are being paid. Look into this - has it been useful? Why don't we do this for the governance side as well? It is also very expensive. Could be scaled down. Could pay people to come in for transition meetings afterwards. Could also review the executive transition honorarium. Services does overkill but governance does not do enough.
  - Set deadline to January. Will also need to adjust the budget to accommodate. Another reason for joint committee meetings.
  - Chris: Execs will also be working on changing the budget process/timeline.
- Transparency
  - Riley: Keeping council looped in more about how HR hires appointees.
  - Chris: I presented a report based on interviews to the ad hoc hiring committee last year. Report goes to the committee not Council. Would need to go in camera to look at those documents in Council.
- Advisory board
  - Chris: HR committee determines who qualifies as a professional member of the advisory board. This committee draws that distinction. My staff will be looking for a new professional member and following up with the 4 current members of the advisory board.

- Michelle: Shouldn't we make it a more open process? I thought there was an application last time?
- Max: The application last time was just for the student members, not professional members. Usually the execs search for professionals.
- Chris: Professional members should be diverse in background. Looking for members with specific expertise.
- Kevin: Honorarium is \$1500 for 5 meetings. Might we need to increase it to incentivize commitment from advisory board members?
- New goal: Look into discussing overlapping JD responsibilities with finance committees
- New goal: Review AMS health & safety policy
  - Max: Governance committee is reviewing policies and this one is out of date. Should be reviewed by HR.
- *Approved by unanimous consent.*

**Discussion: Establishment of Ombudsperson Review**

Riley: Already discussed during goal discussion.

**Discussion: Deputy Ombudsperson JD**

- Chris: Used to have a deputy ombudsperson. Because of SVPREP it will be important to bring this position back.
  - The Ombudsperson cannot break impartiality as they are the one investigating cases. Whoever is investigating can't be anywhere near the decision-making. If the decision-making body decides sexual violence did occur, someone needs to inform the respondent and carry out corrective action. The ombudsperson cannot be the one informing them because then they would break impartiality (because they're supposed to be an impartial investigator). Can't have the decision-making body deliver the letter either because they can't know the identities of the people involved. So, we need another person. Thus, the deputy ombudsperson.
  - Not approving this JD today, but just wanted to give everyone a heads up that this will be coming. We've budgeted for this. SVPREP will be contingent on the deputy ombudsperson position existing. They will not just be a letter giver though. They can do other work too.
- Osaro: Looks very similar to my job description. Would be good to have more clarity on the differences.
- Chris: There used to be a deputy ombudsperson. Ombudsperson didn't have a lot of work at the time. Recently there have been more people disclosing and reporting. It's a lot work now.
- Chris: The position has a direct report, so we (HR committee) don't need to be very involved in the hiring. Good to have someone from the committee included though.
- Max: This position is not an appointee because it doesn't report to Council. Should be hired by the ombudsperson.

- Riley: We should make sure that's the case for all positions that the person someone is reporting to is the one that hires them.

**Other Business**

- Michelle: Timeline for SVPREP?
- Chris: Lots of issues we've had to consider since the first draft. Legal counsel looking through it. Then it will go back to the working group. We are also working on implementation items too – investigation guide, deputy ombudsperson, adjudication, etc.

**Adjournment**

The meeting adjourned at 6:33pm.