



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA

AMS HR Committee

Minutes for July 8, 2019 - 1:00 PM, NEST Room 3511

Present: Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Chris Hakim (AMS President), George Kachkovski (Member at large)

Regrets: Kelvin Au (Councillor), Kevin Zhang (Councillor)

Recording Secretary: George Kachkovski

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

Call to Order The meeting was called to order at 1:03 pm

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 by Michelle Marcus Seconded: Chris Hakim

Be it resolved that the agenda be adopted. *The motion carries unanimously.*

Approval of Previous Minutes Moved: Michele Marcus, Seconded: Chris Hakim

Be it resolved that the minutes from the 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

Riley: Members are shifting in and out of availability; I propose that we can come with a list of goals and next steps on a Google doc so that anyone can contribute and update as we go along.

Riley: Kat came up with a list of proposed policies being worked on that committees should look over. We have to review AMS safety and health policies.

Chris: I would work with health and safety committee because all staff assigned to the safety officer, and it contains some of unionized staff as well. Some of our collective bargaining agreements contain clauses on those members

Riley: Kat is working on code for joint meetings.

Riley: Max Holmes has also dropped and the vacancy will be filled at the Wednesday Council meeting.

Discussion: Filling the Advisory Board

Riley: Chris, in regards to the person who dropped previously, you spoke about how each person brought a specific skill set?

Chris: The person who dropped had a skillset related to Operations Management (OM). Marium and Cole mentioned they were looking at an alumni of Sigma Chi with a background in OM; I am seeing if he is on board.

Riley: Is there a harm from me asking the councillors to put people forward?

Chris: No

Michelle: The purpose of the AB is to provide expertise in areas we don't have. Is there be a process for identifying gaps in expertise that exist, and filling those seats based on those gaps?

Chris: It's not necessarily gaps we are looking for, rather, the expertise of an outsider looking in is very useful to us. While we do have a strong skill set in terms of our staff when it comes to financial tasks, it doesn't hurt to have outsiders with the same skill set. We are looking for things relating to HR, Operations Management, and finances. Based on the Governance Review, we wanted something more specifically based on skill set councillors have, but we are not CPAs, or ops managers, etc.

Michelle: Makes sense. I am thinking about a data based approach to embed to determine what we want, making sure we are matching people to fill those needs, and ensuring we are not pulling others who seems qualified, but do not fill a need

Chris: The previous HR committee had identified HR, OM, and finances as what we need most. This is what is most helpful to permanent staff. We can change direction, but I am currently running off the direction that the HR committee has suggested.

Michelle: Thank you. Is there a process in place to ensure that even though these people are coming from other backgrounds, that it's still a student focus?

Chris: We have 2 student positions on the AB. Furthermore, when we look for board members, we usually look to people that have been involved in the AMS somehow, externally or internally. We also look to professors, people based in UBC, etc.

Michelle: Why did we make it 3 professional members and 2 students, giving the professionals the balance of power?

Chris: The AB is not a formalized power, they act as advisors. The reason we have 2 and 3 is to emphasize professional members looking from the outside in, lending their expertise. Students are there to lend the student perspective and bring that level of expertise.

Riley: Is there an arm with 3 students and 3 professional members; why 2?

Chris: We go for odd numbers because reaching a consensus with 6 can be tricky. While the board is advisory, you still want a degree of consensus.

Leslie: With 6 people, 3 could hold out, but with 5, all you need is 3 to come to consensus. With even numbers, there is potential for being stuck in discussions.

Michelle: Sorry, that was just to clarify. We need to include all perspectives as much as possible. We don't want 3 people leading the board

Leslie: I understand your concern. These minutes are shared with council- It is unlikely we'd be in a situation where there is a viewpoint that is not being shared.

George: Did you have a specific concern in mind that motivated your questions?

Michelle: If the professional members have corporate backgrounds, and they were recommending to move in a more corporate direction.

Chris: It's advisory. If student members disagree, the councillors and committees would likely disagree as well.

Michelle: The other thing I wanted to point out that position needs to be posted in October and hired in January. I just wanted to bring it up. It's a different situation now that we are missing one member on this committee.

Riley: Anymore comments or concerns? Seeing none, I wanted to shift the discussion

Discussion: Increasing the Number of Applicants

Riley: Leslie recommended tying in the communications team

Leslie: It might be helpful to find out the overarching plan the communications team has for engaging with students about everything, not just jobs. They recently hired new team members, so they are implementing trying and implementing new approaches. I suggested bringing in the communications manager to get a sense of the strategies to communicate with students.

Riley: I will reach out to him to see if he can come to the next meeting.

Michelle: With this goal, we had some discussion on data collection and issues with collecting data when people apply?

Riley: We should talk to council to see how their constituents would relate to their AMS; if we want to improve outreach, we have to work with different constituencies

Michelle: Can Eric and communications team do a presentation or consultation on communication strategies and how to reach students?

Chris: We are working on that for September. We have seen expansion in the communications department, so we want a plan moving forward to increase engagement.

George: There may be a good moment in August as well. Many students come to campus in mid August for events such as JumpStart, or to look for jobs. I know that SHHS, especially the Food branch, has done hiring conferences in late August with a lot of success. This might be a good place to get involved and align ourselves with those events.

Michelle: One opportunity for data collection is the employee survey, but it is difficult to ensure everyone fills it out. How else can we get data to get that is comprehensive?

Praneet: We have no other ways outside of the survey right now. We can look at a new system, with the applicant tracking system, we might be able to set something up in there.

Riley: Each constituency also has a back to school survey,

George: UBC conducts student surveys and combines it with other various kinds of data. I know a friend was able to collaborate with UBC on some research which utilized that data. We can try to reach out to them and see if there would be a way to extract anonymous data related to our questions?

Michelle: Can we also in the meantime get a list of the questions on the employee survey?

Praneet: Of course, it's what we do before sending out. We give time for the committee to review questions and come back with changes and feedback.

Michelle: Leslie, you mentioned AMS is equal opportunity employee; can you explain that a bit more?

Leslie: Broadly, it means that anyone that is a member of a protected class under the Employment Standards Act, we welcome applicants from all backgrounds. We try to ensure that we are not putting up more barriers for somebody to apply. We also invite anyone that needs accommodation in the process.

Michelle: What is the next step for data collection?

Chris: George, if you can reach out to your friend and find out how they went about accessing that data. We can also look for other options that could provide data collection; I know olivewood is what we have used, with great success

Michelle: Do they collect demographic info, to identify areas we have not reached out to, such as arts, or sciences students?

Chris: For that specific data, we do collect with student services.

Praneet: We should be able, I do not want to guarantee, I think we should be able to do with Cecilia, but we could find other options

Discussion: Transition report, and executive compensation

Praneet: Max and I discussed the consistency with the transition of report

Riley: He brought it up to me. We added coming up with a dual hybrid system into our goals.

Praneet: My other question has to do with reviewing executive compensation to ensure people are being fairly paid. It is usually an increase based on CPI. But just to review doesn't hurt

Chris: That was done once when there was an issue. Daryn had brought it up, that was the only time that anyone had concern over executive compensation.

Riley: Do we want to add exec compensation review be added to our goals?

Praneet: Yes

Riley: Be it Resolved that exec compensation is added to the committee's goals

Chris abstains, motion is carried with unanimous consent

Discussion: Deputy Ombudperson Job Description

Chris: I am hoping to get this approved from just this committee so I know I can move forward on SVPREP. There are very little changes because the roles are similar, just one is supervisory; the ombudsperson provides leadership, but the deputy's duties and goals are relatively the same.

Riley: I know the ombudsperson is usually a law student; is the deputy as well?

Chris: it's not a listed qualification, but we usually look for it. It's nice to ensure the supervisor has a law background, but the deputy does not need it as much.

Riley: Does anyone have any issues with the JD? [NO response from that committee]

Riley: Be it resolved that the committee approve the Deputy Ombudsperson person JD as presented.

Motion is carried with unanimous consent.

Other business: In regards to the AB

Riley: Regarding the AB. we are following up with the alumni, and I'll bring it up to council as well. Could be also ask current members if they have friends or colleagues that may be interested?

Chris: There is a conflict of interests, since these roles are compensated. Also, if we ask them to do more work, it may alienate them

Other Business

Riley: Is it too late to add to council docket? There was a defeated motion about staff ability to talk, and we wanted to introduce in to a light council docket

Chris: Unfortunately, it is too late.

Riley: Any last minute business? Seeing none, I am adjourning this meeting.

Adjournment

The meeting adjourned at 1:55 pm.