

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

### AMS HR Committee

Minutes for July 15, 2019 - 1:00 PM, NEST Room 3511

**Present:** Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), George Kachkovski (Member at large), John Segui (Councillor), Andy Wu (Proxy for Kevin Zhang)

**Regrets:** Kelvin Au (Councillor), Chris Hakim (AMS President)

**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 Andy, Seconded: Michelle

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

### Updates from the Chair

Riley: I contacted Eric about coming to us to explain outreach and communication goes. He hasn't responded yet, but it will probably be on time for next week.

### Discussion: Executive Compensation

Michelle: Executive positions are supposed to be 40 hours a week, but when executives count their hours, around 50 or more, it ends up working out to less than minimum wage

Praneet: I have been hearing that it has been less than minimum wage. I want to review to ensure they are paid fairly.

Andy: How does overtime work?

Leslie: Under the Employment Act, salaried employees are not entitled to overtime pay. If you work on a holiday, they can take a day in lieu. But right now, regardless of engagement and appointments, everything counts as 40 hours per week?

Michelle: The issue might not be the wage, rather that executives are working more than 40 hours a week. We should have a consultation with executives to see if there's anything we can do to mitigate that, for example by distributing the workload better.

Riley: Is it a conflict of interest to involve executives in this conversation? How extensive should their involvement be?

Leslie: The way I see it, we can ask them to provide their job description, and the tasks they do in a week. There is no other way to get this information without talking to them. We need this information to make a reasonable judgment. If it comes down to a recommendation— for example to increase it, or the amount— of course the executives would not be involved.

Riley: Chris stated that he has comparative data from other universities. Would him providing this data be a conflict of interest?

Praneet: That's fine; it's data that everyone has access to. If he just made it himself, that would be an issue.

Riley: We should discuss this with the Finance Committee too. Would this be a change for this year, or the next batch of executives?

Leslie: The next. Keep in mind, many executives do not rerun, so when they discuss compensation, it is the compensation of future executives.

Andy: Are we including a KPI analysis in this discussion of compensation review?

Leslie: My concern is that within business, it is easy to set a numerical goal. But the work the executives do is, at many times, intangible. It is tricky to quantify their work. Presently, we use the interim report on goal setting and keep Council in the loop.

Andy: True. Given my experience, the executives provide Council a report of their own job performance in the past year, and we proof them. Do any committees review those documents?

Riley: Not that I am aware of off the top of my head. We can check with Sheldon.

Andy: I understand the KPI are inherently political, and not quantifiable. But Council would not doing due diligence if we do not look more closely on their performance.

Michelle: Are you suggesting tying salary to performance?

Andy: Is that not what we usually do?

Praneet: The oversight committee did get a bonus if they completed their goals, but that was changed. There is also the transitional honorarium (around \$1200), which is determined by the quality of the transition report, and is evaluated by the incoming executive.

Riley: Andy, you mentioned verifying the end-of-year report. What about a midterm report, especially considering the end of year is hectic?

Andy: I am open to suggestions. An analysis of KPI, right before the electoral cycle, is problematic. A lot of councillors will run for positions, and if they have a large say in the KPI, it would be a problem.

Praneet: What I wanted to do was make sure next year that it is up to the minimum wage, and every year they get an increase based on CPI. Right now, I am hearing that they are making below the minimum wage. I want to make sure they are paid fairly, and then get an increase based on CPI.

Praneet: We can begin at the end of January.

Riley: I'll set it as an April goal.

Michelle: As I mentioned earlier, there could be another issue with the executives working more than 40 hours a week and wanting compensation.

Leslie: Definitely. It is worth noting we are investigating this because we'd do this for any employee brought it up.

Andy: If we find out we underpaid people, what comes next? Would there be adjustment, or retroactive compensation?

Praneet: We would bring it to the committee if it happens. There would be adjustments moving forward, but no retroactive compensation.

Michelle: I have looked at the budget document we received in Council. Looking back several years, I think there maybe a counting error. It states \$57,000 in 2016, and then \$36,000 next year. And then again \$38,000 the next year. There does not appear to be consistency.

Praneet: I am not sure why this is. When I do this review, I will bring up the data from the last 2 to 3 years and investigate why there is a jump.

Riley: Once we figure it out, we should loop in Council.

Michelle: Jumping back to Andy's point about reviewing the extent to which executives completed their goals: I don't know if it makes sense to tie it to salary, but I agree there could be

more work done to ensure executives are completing their goals, and maybe it's a future conversation to have?

Riley: They provide a pamphlet, but they do proof it. We basically have to take their word for it.

Michelle: Let's discuss in another meeting.

Riley: Any other comments concerns? Seeing none, let's move to the next discussion.

**Discussion:** Advisory Board

Riley: Chris brought up that his staff looked to Sigma Chi, and that councillors can recommend people. Kat has recommended a former EUS president. How do we connect to them, and how do we choose?

Leslie: I am not sure of the legalities around us soliciting someone to be part of the Advisory Board (AB). Kat might need reach out, and inform them that there is an opening. Frankly, I don't know the protocol. I assume they'll email you (Riley). Out of curiosity, who is it?

Riley: Robin I wanted to follow up prior to doing anything. Last time, a job advertisement was posted.

Leslie: We can do that. We can put up a posting on the AMS.

Riley: Vacancies are to be filled in 2 months after being announced in council. We will set the 2 months from now. We can talk with Chris to see where they are at with the other candidate. Lets post online, and go from there

Michelle: I asked Max and Chris about this, and they said last time this happened, there was a job posting for the student positions and for professional members, they were nominated for execs, which the code says they can do.

George: Why not simply have Kat nominate Robin, and have Chris nominate the other candidate? That way, we abide by protocols and we do not have to spend additional time on advertisement.

Riley: We can do that as well. We'll use a nomination process, rather than posting advertisement. Also, what counts as OM experience?

Praneet: OM means budget, so they have to have dealt with a budget. Operational is a broad term; so many things come to mind.

George: Why not submit to council, and let them sort out what they view as OM experience?

Riley: We usually review and wean down candidates before.

Praneet: I don't know what Council is looking for.

Riley: They are supposed to help AMS, but they report to executives, and the executive communications gives updates through Chris.

Andy: The impression given by the former HR chair Cole, was that the advisor coordinator only advises on business and strategic plans.

Praneet: When Chris talked about this, he did not elaborate the OM. We can get Chris to elaborate on what exact area of OM.

Riley: We can finalize next week, and then proceed with nominations in time for council

George: What level of experience and qualifications do we traditionally look for? What is our baseline right now?

Riley: I know it is normal to use former executives, graduated, and the EUS president wouldn't be out of the ballpark. Also, we would need a few members of the committee to interview the candidates.

Michelle: I'd recommend everyone take a look at the advisory section of the board to get a sense of what members we have now, and what we are aiming for.

Riley: Any other comments on this? If not, moving to the next discussion.

#### **Discussion: Transition Process**

Riley: Max said he had an interesting idea for this. Max outlined that services is more hands on with transition, and that the office uses more of a paper document transition approach, and he advocated for a hybrid system.

Praneet: He said services give a very detailed document report, whereas the student side is very bare minimum, 1 page document. There is no consistency right now, which we need so that everyone is equally and fairly evaluated, and incoming executives know what to expect. We talked about a template document that could be followed.

Michelle: There is also transition time. For services, outgoing staff and incoming, there is a 2 week period where they are both being paid, and both on the job transitioning, whereas in the student government side, there is no overlap. There is no accountability for transition, and no time for being paid then, so there is no motivation to be here, they'd have to come in on their own time. Max suggested reviewing both of those situations, and making it consistent. Looking into services; do we need 2 weeks? And for student government, maybe we need more time? This would require consultation with services staff, student government staff, and the finance committee.

Riley: I'll add that to the next step document

Andy: When are we coming back with an update on this, on the transition process review?

Riley: It is a long term goal, and I wanted it in time for March, when transitions would happen.

Michelle: What would the consultation look like? Would we invite people to this committee, or would members go out and meet with them?

Leslie: I would start by speaking with Ian, letting him know what is going on, and he can help support his staff to find staff to meet with you.

Praneet: Another option is Ian can meet with his staff, and then give us the details, and we can discuss.

Michelle: Do people think it makes sense to assign committee members to these goals?

Riley: We have to set up what we will do. Summer is to set the groundwork.

Michelle: Maybe we can take a look at that document, and think about what each of us want to sign up to do? We can't achieve these goals by just discussions, we need to communicate, and Riley, you shouldn't have to do it all.

Kevin: We can discuss that outside of meetings based on who stays on, and who won't

Michelle: Maybe working more on your document, and starting in September, it'll be easier.

Riley: If there are no further comments on this discussion, let's move onto the last one.

**Discussion:** Unnamed Discussion item

Moved by: Andy, Seconded: Kelvin Au, Thirded: John Segui

"That the meeting enter an in camera session"

Committee Moved in Camera at 1:45 pm

Committee Moved out of Camera at 2:05 pm

## **Adjournment**

The meeting adjourned at 2:05 pm.