



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA

AMS HR Committee

Agenda for August 14, 2019 – 5:00 PM, NEST Room 3511

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

Guests: Leslie Tullet (AMS HR Coordinator)

Regrets: Kevin Zhang (Councillor), Osaro Obaseki (AMS Ombudsperson)

Call to Order

The meeting was called to order at 5:07 pm.

Territorial 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: George Seconded: John

- Be it resolved that the Agenda be adopted.
 - Motion passes unanimously

Approval of Previous Minutes

- Be it resolved that the July 15 and July 22 meeting minutes be approved.
 - Motion passes unanimously
- Decision to add more info to Aug 7 minutes and bring them back next time.

Introductions and Check-in

Recording Secretary Roulette

Updates from the Chair

Discussion: Ombudsperson Next Steps

- Riley: Osaro mentioned the hours are different?
- Leslie: Will go through it and see if there is an issue. We will post the JD soon

Discussion: Advisory Board

- Riley: Can you clarify what skills we need?
- Leslie: Organizational management and human resources.
- Riley: Will ask Joanne to send out a memo and I will mention at Council.
- George: Sauder faculty members could ask their past students/other people they know.
- Leslie: There will be no deadline. Open until filled.
- Riley: Let's network to find people. I talked to the CUS reps.

Discussion: Next Steps Document Continued Discussion

Strategies to increase applicants

- George: Can you tell us more about HR's relationship with the communications team and AMS Events?
- Chris: AMS Events has their own branding. AMS social media is for general awareness. Events has specific branding. Would get too cluttered. Need to keep it separate. Generally AMS Events has a different target market so they focus their social media on events and not other things.
- George: AMS Events gaining energy - let's build on that attention and positive vibe. I recommend we take advantage of the energy they have.
- Chris: For staff requests, you can filter things through me. Staff are mindful of relationship with Board asking for things. Execs understand time management restraints better.
- Michelle: Data collection part is pretty vague. Do we have more specific suggestions?
- Leslie: New payroll and HR management system coming. This goal will probably have to stay vague for a little while. Just kicked off the project, lots of data clean up to do. 15-20 years of data. Will be a few more months before determining what the system could actually do. More info to come on that.
- Michelle: We should integrate this with the AMS Equity Plan.
- George: Still lots of groundwork to do on what type of data we are collecting.
- George: Building relationships with other student groups e.g. residence, Imagine Day, etc.
- Chris: I have a meeting with Imagine Day leaders. Will let them know.
- George: Eric mentioned ad-sharing with other organizations.
- Leslie: Relationships with UBC would be part of Julia's wheelhouse - SHHS, Res Life, etc. Chris could take it on too.
- Leslie: Execs have goals already. Could be difficult to put staff time into this. Connections already exist. Julia already meets regularly with VP Students. They could bring it up in meetings. AMS will be boothing at Imagine Day. I will promote jobs there.
- Leslie: When hiring for customer service reps, we don't send emails to particular groups because anyone can apply. We post them on Careers Online and job board as well as social media sites. Usually we send emails to groups for more for specific needs such as Ombudsperson.
- Michelle: Can we give feedback and suggestions on groups to reach out to?
- Leslie: Yes, I live for feedback and suggestions!
- George: Ads at the bookstore and in high traffic buildings e.g. Buchanan?
- Leslie: We can buy online advertising.

- Leslie: Student positions - main times to hire are August-September and April-May. A bit in January too. These goals are most effective at specific times. Hiring needs are not consistent throughout the year.
- Riley: Could do ad sharing with constituencies.
- Leslie: New HR system - people will be able to apply for jobs through the system. We can have a check box - e.g. "I consent to be contacted about other job opportunities." Would be great to be able to contact them again and invite them to apply to other volunteer opportunities. Can't do that now because we don't ask for consent.
- Kelvin: Opt out is better. Let's add this as a long-term goal.
- George: AMS did targeted ads for elections right? We should do more online hiring ads.
- Chris: Yes, we spent a lot of money promoting elections.
- Leslie: Looking into Facebook jobs. We can do AMS Facebook ads. The question is more around where to budget it - would it come out of HR budget?
- George: So much diversity through our clubs. Lots of potential to spread the word that way.
- Chris: We do advertise jobs to them. We can tell Cole's office to do it.
- Leslie: Job applications increase when we send out newsletters that advertise jobs. 25-30 more applications overnight. Marketing department can track who opens, clicks, scrolls through the emails. It's very useful data. We will continue to use newsletters.
- George: Explore which clubs respond and which don't. Strengthen relationships with them.
- Leslie: CRC will re-open in the Fall. We can put posters up in there.
- Riley: Chris and Leslie can refer back to the document in moving these suggestions forward.

Transition process for student staff

- Leslie: Services start April 14th. New and old coordinator work 2 weeks together. We make it a requirement that they're available for those 2 weeks. We are clear about the commitment during interview process.
- Chris: Would propose reducing it to 1 week.
- Leslie: Service transition standards much higher than student government side. What services does right now is important and works for services. 2 week transition time is important. On the student governance side, priorities of executive change usually. So there is less need to keep consistency. Don't need to know everything on the first day, but services coordinators do. We need to consider those differences.
- Chris: Executive transition includes staff transition requirements.
- Leslie: People do not necessarily read transition reports.
- Michelle: Right now student government staff are not required to meet with their successors. It's totally voluntary.
- Chris: In terms of timeline, hiring goes right up until the onboarding process.
- Leslie: For student government, you don't need a week. Probably 2-3 days is okay.
- Chris: Need to look into payroll capabilities.
- Leslie: Get finance committee to do calculations.
- Chris: I will ask execs to consult with their staff on what transition they got, how it went and how many days of transition they think would be needed.

Health and safety policy review

- Leslie: Celia sits on the Health and Safety policy committee. She has the expertise.
- Chris: I would recommend for Riley to meet with Celia. For policies, it's best for one person to focus on it and then bring it to the committee.

Other Business

Adjournment

The meeting was adjourned at 6:27pm