THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS Human Resources Committee
Agenda/Minutes for January 9th, 2018
AMS Nest Room 3500, 4pm

Members: Cole Evans (Chair – Councillor), Evan Zhou (Councillor), Darren Touch (Councillor), Jennifer Cheng (Councillor), Marium Hamid (AMS President), Piers Fleming (Student Services Manager), Benjamin Brett (Student at Large).

Non-voting members: Jun Zhou Frank Ju (AMS Ombudsperson).

Recording Secretary: Cole Evans

Guests:

Regrets: Darren Touch, Jennifer Cheng, Evan Zhou, Jun Zhou Frank Ju, Piers Fleming

Call to Order
Meeting was called to order at: 4:03pm

Territorial Acknowledgement

Approval of Agenda

Moved: Cole
Seconded: Marium
THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

Approval of Minutes

None to approve

Chair Updates

● Quick little meeting to get this Polling Officer JD passed so that the Elections Committee can start hiring.

Polling Officer JD

Moved: Cole
Seconded: Marium

Cole: Elections Committee needs this JD passed so that they can start hiring for the upcoming election cycle. Nothing really huge here, just creating a more distinct position for the lead polling officers who are going to be Elections Committee members.

Marium: Any significant changes to the actual job description?

Cole: No, very similar to the existing poll clerk position, just with more of a clarification on the lead role and that will be sitting on the Committee. These points were removed from the new Poll Clerk JD as per Halla and Madeleine.

Motion passes.

Term 2 Meeting Time

We decided that Fridays at 9:15am work best for mostly everyone. Will have longer 1h 45min meetings on Council off weeks as opposed to meeting weekly.
Adjournment
Meeting was adjourned at 4:17 pm
AMS Human Resources Committee
Agenda/Minutes for January 18th, 2019
AMS Nest Room 3511, 9:15am

Members: Cole Evans (Chair – Councillor), Evan Zhou (Councilor), Darren Touch (Councillor), Jennifer Cheng (Councillor), Marium Hamid (AMS President), Piers Fleming (Student Services Manager), Benjamin Brett (Student at Large).

Non-voting members: Jun Zhou Frank Ju (AMS Ombudsperson).

Recording Secretary: Jennifer Cheng

Guests: Praneet Sandhu (Human Resources Manager), Leslie Tulett (HR Coordinator), Pooja Gandhi (HR Generalist)

Regrets: Piers Fleming, Jun Zhou Frank Ju

Note that all meetings in second term shall last 1hr 45mins in duration.

Call to Order
Meeting called to order at 9:26

Territorial Acknowledgement

Approval of Agenda
Moved by Cole, Seconded by Darren.
.... MOTION PASSED

Approval of Minutes

November 19th, 2018
November 26th, 2018
January 9th, 2019

Moved by Cole, Seconded by Darren.
.... MOTION PASSED
Chair Updates
- Advisory Board
  - Will likely get Advisory Board up and running by the end of January or early February
- Steering Committee
  - Revisiting mission statement and strategic plan
  - Discussed Councillor Orientation
  - Reformatting Handbook
- AMS Exec Portfolios
- Greater Organization in Term 2
  - All relevant documents can now be found in the Drive

Employee Feedback Survey
- 2018 Employee Survey Results
- 56 responses - Nov 22nd - Dec 21st
- Last year, 155 responses - likely due to timing of the survey
- AMS website and word of mouth - most common way of finding jobs
- Employees interested in FAQ for the application process
- Main reasons students apply: flexible hours and working on campus
- Ways to better motivate work: more money and higher appreciation by manager
- Improving orientation and training program - looking into standardizing trainings amongst departments and outlets
- Overall neutral-positive feedback from employees
- Recommendations from HR
  - Planning on conducting survey in May - to boost response
  - Reviewing and editing current survey questions
  - Improvements based on survey results
  - Launching new orientation program
  - Employee engagement activities and appreciation events

AMS Hiring Portal
- Potentially looking into new iKrut system or improving the current system
Chief Electoral Officer (Code/JD Changes)

- Renaming Elections Administrator to Chief Electoral Officer

Moved by Cole, Seconded by Marium,
BIRT the title of Elections Administrator be changed to Chief Electoral Officer, effective May 1st, 2019.

… MOTION PASSED

Role of Ombudsperson

- Goal: to clarify the role of the Ombudsperson
- Role can currently overlap with HR processes
- Ombudsperson are supposed to report back to Council
- Ombudsperson and HR should examine the intersections of the roles and find when it is most appropriate to consult HR vs. Ombuds
- Ombudsperson should be viewed as the last resort
- Ombudsperson can initiate investigations to be brought to council, however no action can be taken through the Ombuds
- HR should review the role of the Ombudsperson to see areas where the roles may overlap and clarifications can be made
- Consider a full time Ombudsperson that works partially under AMS HR - deals with daily grievances, clubs, and constituencies

Adjournment

Adjourned at 10:46am
AMS Human Resources Committee
Agenda/Minutes for March 20th, 2019
The Gallery 2.0, 5pm

Members: Cole Evans (Chair – Councillor), Evan Zhou (Councillor), Darren Touch (Councillor), Jennifer Cheng (Councillor), Marium Hamid (AMS President), Piers Fleming (Student Services Manager), Benjamin Brett (Student at Large).

Non-voting members: Jun Zhou Frank Ju (AMS Ombudsperson).

Recording Secretary:

Guests:

Regrets: Piers Fleming, Ben Brett, Evan Zhou, Frank Ju

Call to Order

Meeting was called to order at 5:17pm

Territorial Acknowledgement

Approval of Agenda

Moved by Darren, Seconded by Jennifer

Motion Passes

Approval of Minutes

None to approve
Chair Updates
- Advisory Board invitations sent out, waiting to hear back on availability to schedule a meeting time.
- First meeting will be very orientation focused, make sure all of our AB members are up to speed on all the complicated aspects of our organization.
- Lots of things to left to do this year!
- Appreciate everyone’s patience as the Chair has been busy with elections season.
- Still have quite a few goals to accomplish, but confident we can get through the bulk of them.
- Some goals may have to bleed into next HR Committee, but these are long term strategic goals that probably would’ve required it anyway.

Ombudsperson Code Changes
- Changes reflect what was recommended to us by the AMS Human Resources department.
- Mostly the removal of any instances of “AMS staff”. The AMS Ombudsperson is for Active Members only, if staff any any issues they are encouraged to go through the AMS HR Department.
- Falls in line with new clarified procedures in the new SVPREP policy.
- Also removed all instances of “his or her” to make our Ombuds code friendly to all persons regardless of how they identify.

Moved by Cole, Seconded by Marium

PASSES

AMS Wage Updates
- Wages for next AMS Fiscal Year have been sent to Cole from Kuol, have already been passed by Finance Committee. Need HR Committee approval as well.

Motion to move In Camera

Moved Cole, Seconded Darren, Thirded Jennifer.

Meeting moves in camera

Meeting moves out of in camera session.

- We will wait to vote on these new wages when we have staff from HR in attendance.

Executive Salaries

Cole: This was an original goal from earlier this year for the Committee to conduct an evaluation of Executive wages and report to Council. However, with my election I am now in a conflict of interest so I will be unable to participate in any work on this matter.

Cole, as the Chair of the AMS Human Resources Committee and in his capacity as a Councillor officially recuses himself from any work or conversation pertaining to the subject of Executive Salaries.

Witnessed: Jennifer Cheng, Darren Touch, Marium Hamid

Darren: Since this was a goal from earlier this year, we should take a look at them and report our findings to Council whether we raise them or not.

Marium: Historically every other staff members wages or salaries have increased, but the Executives salaries have stayed the same.
Darren: We should make sure we consult with various parties to make sure we can back up our findings.

Jennifer: We should probably talk to people like Keith, Sheldon, etc. to see what the feasibility and precedent is for something like this.

**Action Item:** Darren Touch and Jennifer Cheng will take a look at Executive Salaries and report their findings back to the Committee no later than March 29th.

**Adjournment**

The meeting was adjourned at 6pm
AMS Human Resources Committee
Agenda/Minutes for March 28th, 2019
Room 3511, 6:30pm - 9pm

Members: Cole Evans (Chair – Councillor), Evan Zhou (Councillor), Darren Touch (Councillor), Jennifer Cheng (Councillor), Marium Hamid (AMS President), Piers Fleming (Student Services Manager), Benjamin Brett (Student at Large).

Non-voting members: Jun Zhou Frank Ju (AMS Ombudsperson).

Recording Secretary: Jennifer Cheng

Guests: Leslie Tulett (HR Coordinator)

Regrets: Evan Zhou, Darren Touch, Piers Fleming,

Call to Order
Meeting was called to order at 6:58 pm

Territorial Acknowledgement
Made by the HR Chair

Approval of Agenda
Moved by Cole, Seconded by Jennifer
…..MOTION PASSED

Moved by Cole, Seconded by Ben
BIRT that the follows items are added to the agenda.
….. MOTION PASSED
THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

Approval of Minutes
Minutes from March 20th

Moved by Cole, Seconded by Jennifer
....MOTION PASSED

Chair Updates
Advisory Board is meeting for the first time on Tuesday April 2nd, 2019.

Ombudsperson Code Changes
Moved by Cole, Seconded by Ben
*BIRT the HR Committee accept the proposed changes to the AMS Code of Procedure pertaining to the role of AMS Ombudsperson*
… MOTION PASSES

AMS Wage Updates
- Government has a minimum wage increase
- Tier 1 $12.60 → $13.80
- Tier 2 $13.68 → $14.65
- Tier 3 $14.80 → $15.45
- Will impact all AMS staff
- Wage adjustments have gone through Finance Committee

Moved by Cole, Seconded by Jennifer
*BIRT the HR Committee accept the proposed wage increases for tiered positions, starting June 1st, 2019*
… MOTION PASSES

Executive Salaries Update
Update from Darren Touch and Jennifer Cheng

Elections Committee JD Changes
- Current Chief Electoral Officer reached out to the HR Committee to review wages of CEO, CRO, EO, and CO
Discussion on possible wage options

- Recommendations:
  - Chief Electoral Officer: Term 2 - 25 hours x Tier 2 (instead of 20 hours)
  - Chief Electoral Officer Summer - 2 hours x Tier 2 (did not exist prior)

Moved by Cole, Seconded by Jennifer

* BIRT the HR Committee accept the proposed changes to the position of Chief Electoral Officer. 

... MOTION PASSES

**Transition Reports Working Session**

- General Formula:
  - Timelines
  - Essential Contacts
  - Recommendations
  - Carry-Over Tasks → (i.e. ongoing tasks for Ombudsperson)
  - Outline of Code Prescriptions
  - Situational Examples and Advice
  - Other Responsibilities
  - Passwords and Access Information
  - Review of Work Completed
  - Staff Interactions
  - and any other relevant information

- Chief Electoral Officer
  - Simply Voting Information

- Ombudsperson
  - Ongoing Cases

  - How do we enforce this?
    - Ensure they have enough time to complete it
The Alma Mater Society of the University of British Columbia Vancouver

BIRT the HR Committee accept the proposed changes to the AMS Code of Procedure relating to Transition Reports for the positions of Chief Electoral Officer and Ombudsperson.

Motion tabled to an email vote.

Speaker of Council

- Kareem has a strong record this year, responsive to councillors, and trained in the role

Moved by Cole, Seconded by Ben

BIRT that the HR Committee appoint Kareem Ibrahim to the position of Speaker of Council, effective May 1st, 2019 and lasting until April 30th, 2020.

…..MOTION PASSED

Gender Neutrality in Code

Moved by Cole, Seconded by Ben

BIRT that the HR Committee recommend to Council that it instruct the AMS Clerk of Council to amend the AMS Code of Procedure to remove all instances of gender specific language by the first Council meeting of September 2019.

BIFRT the HR Committee recommend to Council that it instruct the AMS Clerk of Council to replace such gender specific language with gender neutral language by the first Council meeting of September 2019.

…. MOTION PASSED
Discussion

● Student Court Discussion
  ○ Requirements that are too specific - hiring will be quite difficult
  ○ Additional wages that will be needed to consider - no space in budget
  ○ Consider a volunteer position - may have very low interest
  ○ Recommends future HR Committee to perform a full investigation and consultation in the future

● Hiring Discussion
  ○ No suitable applications for Ombudsperson and Chief Electoral Officer yet.

Adjournment
Meeting adjourned at 8:31pm
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.

Chris:
- 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.

Kevlin:
- “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.
AMS HR Committee
Minutes for June 7, 2019 – 5:00 PM, NEST Room 3511

Members (Present): Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Kevin Zhang (Councillor), Kelvin Au (Councillor), George Kachkovski (Member at large)

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

Regrets: Osaro Obaseki (Ombudsperson), Max Holmes (Councillor), Chris Hakim (AMS President)

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 by Michelle, Seconded by George

Michelle:
- Wants to make a friendly amendment and add discussion topic about the jurisdiction of this committee and how it works with the HR Department

Approval of Minutes

Introductions

Updates from the Chair

Riley:
- Talked to Sheldon Goldfarb, Clerk of Council, in regards to reintroducing a previous HR Committee motion, which limits staff complaints to only the AMS HR Department (i.e. not the Ombudsperson as well) and notes it can be reintroduced at any time.
- Asks Praneet if she would like to come to the next council meeting, June 19th, to present about the motion given the HR Department’s interest.
Michelle:
- States that the Agenda for next council is packed and suggests moving it to the top of the Agenda.

Riley:
- Suggests postponing it, to a council meeting with a less packed docket to enable Praneet to leave council at a convenient time.
- Heard back from Osaro stating he is looking forward to working with the committee.
- Will begin discussion of Ombudsperson Review system hopefully next meeting.

Selection of Vice Chair
- Due to lack of interest it will be postponed to next meeting.

Discussion: HR Committee Jurisdiction
Michelle:
- As a new member of the committee is curious how it is supposed to operate with the HR department and asks Praneet and Leslie for further elaboration.

Leslie:
- With regard to recruitment for all positions (permanent and student staff), they go through Leslie, with all JDs from various managers, execs, etc. going to her, she then posts them online through the IP portal.
- Also collects applications and sends them to their respective managers and does not generally take part in screening unless asked.
- In regards to the positions overseen by this committee, that is the appointed positions, are still done through the normal procedures and software like Icruit.
- Also drafts all the offer letters and the chair signs off, delivering it to the candidate.

Riley:
- How does the hiring of election staff work?

Leslie:
- Falls under Chief Electoral Officer (CEO) who will send the posting request to Leslie then she will send the applications their way.

Praneet:
- Things like minimum wage increased and the wage structure were topics discussed with the committee.
Michelle:
- What about general hiring practices and procedures?

Leslie:
- In regards to the larger AMS hiring, this committee will be on the advisory side for student staff, as some topics will be out of the experience and purview of the volunteers on the committee (i.e. labour law).
- Feedback and initiative, such as the employee feedback survey, our questions and the results.

Praneet:
- Prior to the survey released last year, we spent two weeks going over the survey for feedback as a committee before we sent it out.
- We then did a small presentation to the committee about the results, where we can improve in, what we did well and other such areas.

Leslie:
- We are also a resource here for you guys and to ensure things discussed in this committee are followed up on our side.

Praneet:
- Previously, an HR committee did request to see the wages of all permanent staff and this is not something we do.

Michelle:
- What about student staff? A lot of it is included in the budget, right?

Praneet:
- Yes and that is why we share things like the minimum wage increase with this committee.

Riley:
- A lot of the working parts of this committee is then in regards to the student staff?

Praneet:
- Yes, that is why when they asked to see the wages of permanent staff it was not a purview of this committee.

Leslie:
- Has an update regarding the CEO situation.

Riley:
- Offers a debrief for new members, Service Canada limits the amount of time International
Students can work off campus to 20 hours, whereas on campus is unlimited, problem is that AMS employment is a grey area and the CEO is an international student who will be working more than 20 hours during the election period.

Leslie:
- Correct! What we will be doing is contacting the CEO and letting him know that as an international student there are restrictions on how many hours he can work per week, he is then responsible for following up with immigration Canada to see if they can work more than 20 hours a week, as each situation is different and the onus is not on the AMS, but the student.
- They will then report back to HR and say whether they can or cannot work more than 20 hours, if no we will have to amend their contract, which will go through the committee.

Michelle:
- When does this take place?

Leslie:
- January 1st is when the 25 hours per week takes effect.

Kelvin:
- If the contract is at max 20 hours, will they be able to provide adequate support to constituency elections, as the response time previously has been slow?

Praneet:
- If we need another body to support a person then we have to justify it, get it approved by the finance committee, then we can hire another person.

Riley:
- Well the good news is that it is being dealt with very early on and previously Halla was working more hours than she could claim and was still able to provide good support.
- Once we know the situation with service Canada, we can discuss ways to help the CEO.

Michelle:
- Knows that governance committee is looking into ways to decrease the amount of election works, like posters, to help reduce the workload on the CEO.

**Discussion: Committee Goals**

Riley:
- Goal 4, better advertisement for better recruitment and inclusion
Michelle:
- Was mentioned in the transition report and expanded on it, not just focusing on numbers, but diversity as we see disproportionate representation in the AMS, such as the large amount of Greek Life employees and lack of other areas.

Riley:
- Would it be possible to go over demographic data of the student staff now?

Leslie:
- We do not currently collect any demographic data, such as faculty.
- Can take a look at employee feedback survey and check year and how they heard about the job in the first.

Michelle:
- In addition to constituencies we should also reach out directly to groups on campus such as clubs, the resource groups and even hearing back from the students in general.
- A lot of people join the AMS through friends, it is more of a friend group rather than seeking diversity.
- Look into how the AMS interacts with the student populace in general and getting better feedback.

Riley:
- Approves, but wonders if we need to talk to comms first?

Leslie:
- Highlights it is a good idea to discuss with the current Communications manager, at one point, how the AMS currently reaches out to the on campus population.
- Thinks it is a good idea for this committee to consider options and analyze what groups the AMS is doing a good job of reaching now and needs to work on in the future.

George:
- Just wants to point that a lot of groups of campus, such as Residence Advisors and Student Ambassadors, do a good job of diversity and that we should cultivate relationships with them as one possible avenue.

Kevlin:
- Is it true we do not gather any demographic data now? How can we improve interacting with certain groups if we do not have the necessary data?

Riley:
- Asks Leslie if it would be possible to do a demographic survey now?
Leslie:
- Has the potential to be a large undertaking, we need to figure out whose demographics we are asking and are some people comfortable participating in this kind of survey, are there other ways we can look at collecting this data?
- The employee survey already looks like one way we can get data, we also do a few days of orientation for student staff, would this be the time to gather the data? We need to look at when is it a good time to collect this data? Does it make sense to come from the HR department or the HR committee? Also, high rate of turnover, but it is definitely a conversation worth having

Riley:
- We can just look at general ways of improving it for now and possibly mandate it in code that this be a continued priority moving forward, in order for it to be properly addressed.

Michelle:
- Thinks data is important, but that we are currently not advertising these jobs as well as we can and just focus on increasing applicants for now.

Kevin:
- In regards to Residence Advising and student housing, every government agency has an opt in, opt out system and declare they are part of a minority government group, but also agrees with Leslie that this will be a long process.

Kelvin:
- Knows that UBC does a demographic survey and that HR can hopefully do something similar to gather the data.

George:
- Rather than an opt out system, they can be asked if they want to participate or not.

Leslie:
- States the technical constraints, as icruit is a free system, but edits and modifications have to be paid for, which we cannot afford.
- Past issues include the fact that application notifications are sent even if you are not chosen for an interview, yet to stop this icruit wants $4000 to change one sentence, did highlight in the job description you would only be contacted if you are selected for an interview, a few do slip through the cracks.

Riley:
- What about a low-tech solution, such as a physical paper they could fill out along with their Tax documents.
Leslie:
- Problem is we do not have the logistical time to physically do that.
- However, understands the importance of this and wants to look at ways of using current systems (i.e. survey Monkey) to improve the process.

Riley:
- Will keep it as a goal with the specifics being worked out at a later time and we will invite the communications manager to a meeting to see what initiatives are being take.
- Goal 5 regarding equity guideline for hiring.

Michelle:
- Just wants to know if there is already one in place.

Leslie:
- Yes we do, the commitment to being an equal opportunity employer is already in the handbook and a note at the bottom of all postings that we are an equal opportunity employer, encouraging all to apply.
- Depending on our job posting, we also encourage people of lived experience, like SASC, rather than academic experience, to apply.
- SASC is one of those ones we go above and beyond, but always open to continuing the conversation, legally though we are covered.

Michelle:
- Just wanted to check on it, but we do not necessarily need it as a goal.
- Would like the committee to review the hiring handbook.

Leslie:
- As it is an HR Department project, will focus on updating relevant sections first, then bringing it to the committee.

Michelle:
- Never got a copy of the handbook as former student staff, wondering if it is out of date?

Leslie:
- Still mentions Ross Gordon as AMS General Manager, so need to focus on areas like that and policy changes, such as what is the snow day procedure.

Michelle:
- How do the policy changes relate to what council passes?
Leslie:
- A little different and unclear at what point does a policy impact only permanent staff like the snow day policy.
- Will explore what does and does not need to go to council, as all handbooks need to be improved by council.

Michelle:
- Any idea when this occur?

Leslie:
- It will take place this year and with the updates of the payroll and HR system, things are moving along, but it is a priority.

Riley:
- Moving on to next goal about reviewing hiring process about appointees.

Michelle:
- Noticed a few odd things in code, such as inclusion on a campus publication, thinking of just going over code.

Leslie:
- Knows there is some code we abide for and some we do not, Sheldon did send her an email stating that certain postings had to be up before March and so forth.

Riley:
- Fellow committee chair suggested reviewing the transition process and possibly having the predecessor for some student staff positions staying around for a bit to advise their successor.

Leslie:
- Notes the value in it, but that we are strapped on budget, as we would have to pay 2 people for the job and finance committee will have to look into that.
- Also consistency, would have to do it for all student staff positions instead of just one, sees the value though and suggests if we can implement at least mandatory transition reports as a starting point.
- Will see later if we need to implement a one on one.

Riley:
- Methods to improve transparency, as a councillor was told just to trust HR Committee hiring practices in the past, realized a lot stuff is closed book and is brought to council near the finish line of hiring.
Leslie:
- Appointees is the area this committee directly oversees, so it can be discussed, but needs to discuss with Praneet how comfortable the applicants would be with sharing some of the info, as they do not always want people to know they are seeking a job.
- Would need to come up with good justification on why we hired one person over another, depends on how much detail we want to get into, that is we have x number of applicants and we chose this applicant for their experience with Robert Rules.
- This committee has the power with discretion of hiring, but can definitely explore how things can be more transparent moving forward.

Riley:
- Has received a few JD requests from the external portfolio and will send out a when2meet for next week just to finalize everything in time for both council and steering committee.

Other Business

Adjournment

The meeting was adjourned at 6:07 pm.
Present: Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Kevin Zhang (Councillor-phone 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
  o JDs have already been updated.
  o Doesn’t need to be a goal, just something that will happen if needed.
  o Removed from list of goals.
• Ombudsperson review system
  o Chris: Three times a year – Aug, January, April
  o Osaro: What was it like in the past?
  o Chris: Never been one before, building from the ground up.
  o 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.
  o Max: A review did happen 3 years ago for an annual report to Council with metrics.
  o 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.
  o Max: Ombudsperson is to serve students. HR is for staff-related things.
  o 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
  o Riley: We will reintroduce the motion at Council and Praneet will come to explain it to everyone.
• Expand diversity of applicants
  o Max: It should also be a goal of increasing the number of applications, not just diversity.
  o 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.
  o Max: Can’t collect info during the hiring process. Has to be once people are hired. It could be an anonymous survey.
  o Difficult for workplaces to get people to fill out a survey.
o Chris: This executive will also be working on a Human Resource audit. Retention rates, turnover, trends in recruitment rates and diversity as well.

o Michelle: Last week Leslie also mentioned that the AMS is an equal opportunity employer.

o 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.
AMS HR Committee

Minutes of June 13, 2019

- 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.
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 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.
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), Leslielie 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. Let’s 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 formed 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.
AMS HR Committee
Minutes for July 22, 2019 – 1:00 PM, NEST Room 3511

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

Guests: Praneet Sandhu (AMS HR Manager), Eric Lowe (AMS Marketing and Communications Manager), Celia Cheung (HR Generalist)

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

Recording Secretary: Riley Ty

Call to Order
The meeting was called to order at 1:07 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, Seconded by George)
- Be it resolved that the Agenda be adopted. The motion was carried unanimously

Approval of Previous Minutes (Moved By Michelle, Seconded by John)
- Be it resolved that the July 8th minutes be approved. The motion was carried unanimously

Introductions and Check-in
- Members shared one low and high point of the week

Recording Secretary Roulette
- Riley Ty is chosen to serve as recording secretary

Updates from the Chair
AMS Human Resources Committee

Minutes of July 22, 2019

Riley: Sent out when2meet to establish August meeting times and will be sending meeting invitations via google invites due to ongoing technical issues with outlook

George: stated that the research and demographic data mentioned at a previous meeting, came from UBC VP’s office and was the result of a partnership with a UBC working group, therefore not viable moving forward.

Discussion: AMS Communications Presentation

Eric: gives summary of AMS marketing and media, states that the website jobs boards, social media channels and the newsletter are the most direct way to promote the AMS and engage with students, not during the Summer though.
- List is updated during October with UBC office, updated during beginning, first withdraw date and last withdraw date

George: do you have stats?

Eric: 40% of students open the newsletter and states he will get the real numbers
- Wants to update website, wordpress is like a blog - normally used for news, but we do not have a lot of that, want to make it more like the ubc homepage, story driven and in the newsletter can link it to the story.
- Expands on the the blog featurette and wants to tie it in with the AMS.

George: States that high profile events like the BBQ more boots on the ground, they have their own social media platforms
- Do they answer to the ams? They should, but not necessarily, they do a great job and stay on brand, speaking to the students

Chris: Richard and Ahsad, what they did was part of the AMS organization

Michelle: How do we reach out to the applicants that it does not normally do, more demographics or people who are following what is going on with the AMS, like WeChat?

Eric: Overall, trying to raise our profile in general, have to also educate people why it is important, therefore raising the profile of the AMS.
- CiTR, Ubyssey, Washroom frames, digital signage around campus wide network, you can reach out to people at the buildings and if they can put it into their systems it can reach our profile
- Can give them space if they give us space
George: what is the specific strategy?

Chris: Instead of just putting in front of them it is better to educate them, want to set the impression that the AMS is their student life, etc.

George: Rec is very successful because of its presence and they are right there with you, BBQ and large events have a lot of people, but should be representative of the groups who are involved in them, should also have booths at the events to get people in them.
- Surprised we do not have an actual presence in our events, thinks it is a lost opportunity and therefore we should

John: Is there a specific set of people who go to these events, during orientation and was wondering if they get someone to speak on behalf of the ams

Chris: We are trying to do that, but also rely on councillors to bridge the gap

Michelle: Do we have a presence at Jump Start?

Chris: Yes, AMS Events and Execs are also in at the move in day events, President does speech at rally.
- Creating an AMS Agenda this year and that it will advertise the AMS itself, touch points and more opportunity
- Streamline any feedback to me, instead of Eric,

Discussion: Follow Up From Last Meeting
Moved by George, Seconded by Michelle, Thirded by John

“That the committee enter an in camera discussion”

Committee Moved in camera at 1:20 pm
Committee Moved out of camera at 1:35 pm.

Discussion: Advisory Board

Michelle: Suggests an unofficial description to circulate amongst councillors, therefore it is easier to understand what constitutes an ideal candidate.

Praneet: Suggests clarifying operational management definition, as it has been rather vague in the past.
Riley: Will email Chris to ask the executive for clarification and cc Praneet.

Discussion: Division of Next Steps Document

- Committee spent the rest of the meeting dividing up the next steps document, that is who would come up with tangible steps to achieve each goal. As the deadline for each approaches, the committee will review as a whole and move to execution of plan.

Other Business

Adjournment

The meeting was adjourned at 2:01 pm.
AMS HR Committee
Minutes for August 7, 2019 – 5:30 PM, NEST Room 3511

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

Guests: Praneet Sandhu (HR Manager)

Call to Order
• The meeting was called to order at 5:32 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
• The agenda was adopted (Moved: George, Seconded: Chris).

Discussion: Advisory Board
• Riley: Our original candidate for the professional position turned down the offer to be on the Advisory Board. o The Executives are looking for someone with a human resources experience.
• Chris: Yes, because our previous member had a human resources background.
• Michelle: Someone with an equity-based background?
• Chris: That may fall under the umbrella of behavioral management.
• Riley: I will work with folks on creating a JD and distribute that to Council.

Discussion: Ombudsperson Next Steps
• Riley: Unfortunately, Osaro will be stepping down from his position. We’ll begin advertising the opening of the Ombudsperson and hire this as soon as we can.
• Michelle: What has been our recruitment strategy in the past?
• Chris: We advertise it specifically to the Faculty of Law since law students are our main candidates.

• Riley: Osaro, what drew you to this position?

• Osaro: Timing is key since folks will be looking for jobs now that articling is finishing up and the school year is getting closer.

• Riley: We’ll look to post the JD out in September.

• Chris: Assuming AMS Council approves SVPREP on August 21, the policy would be in effect September 21. If we do not have an Ombudsperson by September 21, then individuals cannot report incidents of sexual violence.

• Riley: Okay, we’ll look to hire as soon as we can.

Discussion: Other Business

Next steps document
• George: Goal of advertising better to increase applicants. What do we do now?

• Leslie: We do advertise jobs with communications. You can definitely give us ideas for where to advertise. Everything is posted on careers online. We also send out AMS newsletter.

• George: We should capitalize on the audience AMS events has. We should also collaborate with different student organizations. And look into ads like in transit.

• Chris: AMS comms doing lots to promote the AMS better - e.g. new video. And we can talk to AMS events about this too.

Strategem conference
• Michelle: There is a conference next month on workplace justice. The Strategem conference, Sep 27th-29th. This is really in line with our goals of increasing equity in hiring and creating a more equitable workplace. Would be a great way to get suggestions from experts in this. Execs and HR department should try to attend.

• Chris: Several execs will be attending.

• Praneet: Will look into it.

Adjournment

• The meeting was adjourned at 6:48 PM.
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
AMS HR Committee
Minutes for September 11, 2019 – 2:00 PM, NEST Room 3511

Members: Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Andy Wu (Proxy for Kevin Zhang), Kelvin Au (Councillor), Chris Hakim (AMS President), George Kachkovski (Member at large),

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

Call to Order

The meeting was called to order at 1:04pm.

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 by Chris, Seconded by Michelle
  • Be it resolved that the Agenda be adopted.

Introductions and Check-in

Everyone introduced themselves and expressed their highs and lows of the week.

Andy expressed his feelings and that he won’t serve the next time committee meets.

Recording Secretary Roulette

Kelvin won the roulette.

Updates from the Chair

Members are planning to continue in committee so when2meet will be sent out to current members. For those who weren’t, it was good working with you.

Discussion: Next Steps

Moved by Chris, Seconded by Michelle, Thirded by Andy

“That the committee enter an in camera discussion”

Committee Moved in camera at 2:10 pm
Committee Moved out of camera at 2:35 pm.
Interview Procedure

Chair: Who should be in the interview process? Does committee have purview over this?

- Code says that HR needs to be arms-length. Appointed positions that report to Council should be at arms-length to prevent Council from inputting significant influence on the choice.
- In particular, ombudsperson needs to be independent from HR staff as he oversees complaints regarding them.
- Code says that Council needs to approve all hiring. This was to prevent conflict of interest.

Michelle: Does the President needs to be in the interview process?

- Operational flexibility, however, the Execs are most likely going to be involved in investigation of the AMS Ombudsperson.

Andy: How many people should compose interview and who should compose it?

- Maximum 2 people.
- Encourage all committee members to look at interview question and propose any amendments.
- Chair is going to compose one interviewer.
- Interviewer will take notes and recommend a candidate to the committee to submit a report to Council.
- President and the Chair shall compose interviewer, but precedent should not be set.
- Chair needs to coordinate interview times with HR.

Discussion: Climate Strike

Michelle: Organizing climate strike and chatting the execs and they have agreed to support the strike.

- The AMS has committed to spread the work and encourage AMS employees to go on strike.
- Union CAs can create complications as paid leave will not be available. EEs can request time-off but work shift must be filled.
- Closing of businesses will require financial amendments
- AMS commit to lobby federal government to putting priority on climate change. HR perspective: Will inform/help all employees to schedule time off instead of employees calling in sick.

Michelle: How about if many employees in a department want to strike?

- AMS will work with these employees and if they want to, they can. AMS will try to cover shift but will close down operation if absolutely no one can fill shift.
- AMS will send communication to employees about this strike via HR.

Other Business

Michelle: Will HR staff attend the Strategem? It is a conference about improving equity in workplace and AMS staff should attend. Some AMS Execs will be attending.
• Staff will take a look.

Adjournment

The meeting was adjourned at 1:56pm
The meeting was called to order at 2:37 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 by Chris, Seconded by George)

- Be it resolved that the Agenda be adopted. The motion is approved unanimously.

Approval of the Minutes (Moved by Sam, Seconded by George)

- Be it resolved that the October 9 Minutes be approved. The motion is approved unanimously.

Introductions and Check-in

- Members gave highs and lows of the week

Updates from the Chair

Riley:
- Has been contacted by the Chief Electoral Officer regarding hiring and had a meeting with both him and the AMS HR Coordinator, Leslie Tulett, to discuss next steps regarding hiring.
- After JDs were adjusted, they were uploaded to the site to coincide with the hiring timeline suggested by the previous EA, after interviews are conducted the CEO will come to an HR Committee meeting to go over the candidates before introducing a subsequent motion to council, hopefully no later than the last council meeting of November.
Michelle:
- Wants to go over the election process when the CEO comes for a debrief

**Discussion: Advisory board**

Riley:
- Gives an update, Chris contacted all current members of the advisory board, with all students members and one professional member responding, all have expressed their interest in continuing on, still waiting on the response of the last professional member.
- Potentially have two professional member vacancies

Chris:
- Not the worst-case scenario, offers his staff to do most of the hiring process (i.e. reaching out to candidates), Peter Go can be on it in the event there are 2 vacancies, worked at MMP and led the AMS governance review, risk management and accounting background
- Can also check with the student member who may be over the 2 year limit and be moved to professional membership
- Can fill the student membership with a former AMS exec working at KPMG, which would fill all vacancies

Riley:
- Fine with Chris’ staff doing most of the hiring, but will still encourage councilors to forward any potential candidates

Chris:
- Reminds everyone that council the other night indicated they wanted more of a financial background in terms of the professional membership, so finding someone with specifically Perry’s background (i.e. HR) is not as much of a necessity

Michelle:
- What is the term for the advisory board?

Chris:
- I think two years? Will find this out later

Riley:
- There was also discussion about the honorarium, should this be changed now?
Chris:
- Let’s look at it long-term, $1500 for 5 meetings, applicants are not applying for the honorarium, but because they have a connection to the AMS and want to give back so does not think it is necessary

Michelle:
- Code states Advisory Board is reviewed every two years, so that will be next year.

Praneet:
- Isn’t it $1000?

Chris:
- Right, $1500 is for the chair

**Discussion: Committee Chair pay**

Riley:
- Now stepping down, Sam will lead this section of the meeting

Sam:
- Worked with Chris to create the a survey for all chairs, found no issue with it and we can go over it now, the deadline is November 1st
  https://ubc.ca1.qualtrics.com/jfe/form/SV_5oHZTSkbPzBkE6N

Michelle:
- Since they are Tier 1, we can consider moving them to Tier 2?

Chris:
- Yes, we should also contact chairs going back two years when the current system went into effect after the governance review, can declare a conflict of interest if the committee thinks he is in a conflict.
  - Should exec chairs also be included?
  - In a personal opinion, does not think execs should be chairs of board committees and up to this committee to decide whether to include them or not, since we never specified the scope
  - If this is just compensation, then we can just contact chairs who were compensated and can ask execs how much they put into chairing as part of their job and we can consider it for later
  - Also, scope is limited to standing committees (i.e. the only ones that are compensated), only goricom, which was not a standing committee, was compensated, but it was right after the governance review
Michelle:
- Can you explain why anonymous and not state which committee?

Chris:
- It will yield more honest responses, also fair grounds as you start distinguishing between different committees and their answers it will become very specific per committee and we are surveying on the general tasks as well

Riley:
- Can identity be optional?

Chris:
- Data set will be partially empty and categorizing on demographic needs to the applied to all or none at all

Praneet:
- Suggests 2 separate surveys, one for exec chairs and one for non-exec chairs

Chris:
- Are there any questions we are asking exec committee chairs specifically?

Michelle:
- The data will be part of a separate question if execs should chair committees, but that can be discussed another time

Chris:
- What is our next step?

Riley:
- Is it to add if you are an exec or not?

Michelle:
- Well the point is they are not compensated
- If we want to draw the differentiation of execs who have chaired a committee, potentially the exec would have to do it multiple times for each committee they chaired as the data would be different for each

Chris:
- Problem is we are collecting data about people’s experience about a specific committee, rather than just being a chair
- Believes that chairs should be paid equally, rather than a sliding scale which would cause a
problem in terms of power dynamic (i.e. oh this chair gets paid higher than the other because they do more important work)

Praneet:
- If you are looking across the board all the same compensation then you would not need to gather that data/categorize it

Chris:
- We would do that if we are changing the scope to JD change, but if it is just compensation then we do not need to categorize
- To finalize, we want a sliding scale for hours on Qualtrics and are we drawing the differentiation on exec chairs or not?

Michelle:
- The exec part is a separate conversion
- Question for Praneet, somewhat related, when can we have a conversation regarding review of exec pay?

Praneet:
- Most likely January

**Discussion: JD approval**

Chris:
- Indigenous Student Engagement Facilitator JD name change from Executive Projects Assistant, Indigenous Affairs
- Feedback was it was closely related to the real government title of Indian Affairs

Riley:
- Any questions?

Chris:
- Can we remove this section of code because it is extremely tedious

Riley:
- Well take a look at it
- The JD is unanimously approved.

**Discussion: Goals**

- Committee went over the goals and have come up with a finalized list below:
## AMS Human Resources Committee

**Minutes of October 17, 2019**

<table>
<thead>
<tr>
<th>Goal no.</th>
<th>Goal</th>
<th>Goal Type (Yearly Routine, Specific Short Term, Strategic Long Term)</th>
<th>Mandated by</th>
<th>Targeted Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Establish system for Ombudsperson Review</td>
<td>Yearly Routine August, Jan, April Need metrics, Code</td>
<td>November 2019</td>
<td></td>
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<tr>
<td>2</td>
<td>Develop strategies to help increase the diversity and number of student applicants</td>
<td>Strategic Long Term Membership Request Suggested in transition report</td>
<td>February 2020</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Review hiring process for appointees in Code (Section IX C, Article 2(8)) and possible changes</td>
<td>Specific Short Term Membership Request</td>
<td>Early March 2020</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Review transition process for student governance and service positions</td>
<td>Strategic Long Term Membership Request</td>
<td>January 2020</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Work to fill advisory board</td>
<td>Specific Short Term Code</td>
<td>November 2019</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Review AMS Health and Safety Policy</td>
<td>Strategic Long Term Membership Request</td>
<td>Jan 2020</td>
<td></td>
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<tr>
<td>7</td>
<td>Review Exec compensation</td>
<td>Strategic Long Term Membership Request</td>
<td>Feb 2020</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Review Committee Chair Pay</td>
<td>Strategic Long Term Membership Request</td>
<td>March 2020</td>
<td></td>
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</table>
AMS Human Resources Committee

Minutes of October 17, 2019

<table>
<thead>
<tr>
<th>9</th>
<th>Review election procedures and staff</th>
<th>Strategic Long Term</th>
<th>Membership Request</th>
<th>Jan 2020</th>
</tr>
</thead>
</table>

Other Business

Adjournment

The meeting was adjourned at 3:30pm.
AMS HR Committee  
Agenda for November 1, 2019 – 5:30 PM, NEST Room 3511

Members: Riley Ty (Chair - Councillor), Michelle Marcus (Councillor), Samantha Peng (Councillor), Carmen Kim (Councillor), Johnathon Kew (Councilor) George Kachkovski (Member at large), Chris Hakim (AMS President)

Regrets: Praneet Sandhu (AMS HR Manager), Katrin Iacono (AMS Ombudsperson)

Call to Order

The meeting was called to order at 5:39pm.

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 by George, Seconded by Michelle)

● Be it resolved that the Agenda be adopted. The motion is passed unanimously.

Approval of Previous Minutes (Moved by Chris, Seconded by George)

● Be it resolved that the October 17th minutes be approved. The motion is passed unanimously.

Introductions and Check-in

● Members share one high and low moment of the week.

Updates from the Chair

● Riley: Election staff hiring
● Riley: Halla recommended that hiring should happen now so they can hit the ground running

Discussion: Advisory Board Hiring

● Riley: Arash forwarded a candidate
● Chris: Dharini is not going to be on the Advisory Board. She may be open to being on it in the future. Staff will prepare a list
• Michelle: You’ll bring it back here?
• Riley: Let’s review their CV?
• Chris: That’s too much. Staff will prepare summaries of their qualifications. A long list of all the candidates. Might be easier for my office to generate interest. Two ways: My office could prepare a list of people we are thinking of contacting and HR committee can decide who to contact. Or my office can contact candidates first and then let HR committee know who is interested.
• Michelle: I prefer the first. We can rank them and then you contact them
• Chris: Ok
• George: Shouldn’t they have a CV?
• Chris: Don’t want to deter them
• George: Might be better if they feel they worked for it
• Riley: How would you find the info about these people?
• Chris: Lots of info is available online.
• Riley: Projected timeline?
• Chris: Probably January.
• Riley: Our committee goal says targeted completion November.
• Chris: You can just amend it to end of year.

Discussion: Next Steps Document and Division of Committee Goals
• Riley: Write on the doc which goal you want to be in charge of.

Discussion: HR Committee Code
• Riley: I will make a list of code changes.

Discussion: Committee Chair Survey
• Chris:
  o 8 responses
  o Work outside of committee meetings: scheduling, meeting, agendas, writing reports, year planning, meeting with execs and staff
  o Mean is four hours. Max was 6; min was 2
  o Code currently doesn’t highlight that they have to engage with groups, staff, etc. Expected executives to be doing most of the work, and chair just needs to facilitate the meeting.
Orientation and support: everyone said there needs to be more support. Councillor training was ineffective. Didn’t have info about how to be a committee chair.

Overall needed more support (orientation and staff support).

Some committees meet more and do more work than others. Committees have different demands. Out of expertise some times

I will put the data into a report for the next meeting

- Riley: Should we increase pay?
- Michelle/Chris: Seems like people need more support.

Other Business

Adjournment

The meeting was adjourned at 6:11pm
THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA

AMS Human Resources Committee
Minutes for November 19, 2019 – 3:30 PM, NEST Room 3511

Present: Riley Ty (Chair - Councillor), Danny Liu (Proxy for Michelle Marcus), Samantha Peng (Councillor - Vice Chair), Carmen Kim (Councillor), Jonathan Kew (Councillor), Chris Hakim (AMS President - video conferencing), Katrin Iacono (AMS Ombudsperson), Praneet Sandhu (AMS HR Manager), Leslie Tulet (AM HR Coordinator), Ahsan Sahibzada (AMS Chief Electoral Officer)

Regrets: George Kachkovski (Member at large)

Call to Order

The meeting was called to order at 5:35 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 Minutes

- Be it resolved that the November 1st minutes be approved. Moved by Jonathan Kew and seconded by Danny proxy for Michelle

Approval of the Agenda

- Be it resolved that the Agenda be adopted. Moved by Riley Ty and seconded by Carmen Kim.

Introductions and Check-in Activity

Updates From the Chair

In Camera Discussion Items (x2)

- Moved by Riley Ty, Seconded by Michelle Marcus, Thirdeed by Carmen Kim
- The Committee entered in-camera at 3:45pm
- The Committee exited in-camera at 4:16pm

Discussion: Ombudsperson Role and Review

- Riley: hasn’t been done in over a decade
- Katerine: need suggestions on how to refine this, very preliminary
AMS Human Resources Committee

Minutes of November 19, 2019

- Revisit every September, January, March
- Two of the results ended with open files (?)

- Chris: changing the salary
  - Just research work being done at the moment
  - Chris misunderstood, this is about something else in reviewing Ombudsperson role

- Katerine: Reviewing what this position should be like in the future
- Jonathan: How do we proceed with reviewing now?
- Katerine: Challenges inherent, can’t talk about freely, but that’s why it’s difficult to do now
- Riley: Definitely a work in progress
  - Contact Sheldon for the old annual reports
- Katerine: Doesn’t feel like she has anything substantial to share from the last 6 weeks
- Chris: We aren’t equipped to handle sexual violence cases
  - Difficulty in hiring an ombudsperson, due to compensation
  - It’s hard to get great candidates for this position when the compensation isn’t good enough
  - **Wants this committee to discuss COMPENSATION & QUALIFICATIONS for future hiring of the Ombudsperson**
  - We can also look at other universities and see what they’re doing and ballpark it based on that

- Katerine: Do you have to have a fulltime staff for this?
- Leslie: This is a great question, but we’ll be better equipped after Katerine has been around for a year what the answer to that question is
  - The position falls within our tier position
  - To do it outside of it is operationally very difficult
  - We should wait for the data first

- Chris: We are getting bad candidates and hiring bad candidates
  - We need to get out of the tier system
  - Who can do it fulltime

- Katerine: Position is 20 hours a week at $15/hour —> you’re only going to get students but we don’t need to hire a student
  - Somehow make it so the UBC investigations office takes on the workload
    - **Chris: Jurisdictional gap**
      - They can enforce academic participation but not club participation
      - We have jurisdiction over club participation
AMS Human Resources Committee

Minutes of November 19, 2019

- They can’t provide reports to the AMS

Discussion: Ad Hoc Committee Chair compensation

- Chris: The chair approached Chris to ask about compensation as they are doing just as much as any other chair
  - Recommendation to compensate the chair of the committee
- Katerine: Actually she drafted a contract and sent it to the chair, but he refused to sign it
- Chris: Just learned about this so we’ll have a conversation about this at another point

Discussion: Goals Check in

Other Business

Adjournment

The meeting was adjourned at 4:50 pm