

March 4, 2021 Minutes of the AMS Governance Committee; 4pm

Zoom link: <https://zoom.us/j/91681615917>

Attendance

Present: Sebastian Cooper (Chair), Ryan Wong (VSEUS), Carter MacLean (AUS), Cole Evans (AMS President), Katherine Feng (SUS), Sheldon Goldfarb (Clerk of Council)

Guests: Sylvester Mensah (VP Administration), Georgia Yee (VP AUA)

Regrets: Danny Liu, Kamil Kanji

Call to Order

The meeting was called to order at 7:06 pm.

Agenda Items

Territorial Acknowledgement

Approval of the Agenda

Moved: Carter Seconded: Katherine

That the agenda be adopted.

[The motion carries.]

Approval of Past Minutes

Moved: Carter Seconded: Katherine

That the minutes of February 19, 2021 be approved.

[The motion carries.]

Policy I-9: Executive Goal Setting and Reporting Policy

Up for review. Policy: <https://www.ams.ubc.ca/wp-content/uploads/2019/09/Policy-I-9-exec-goals-february-may-2019.pdf>

Sylvester Mensah, VP Administration, will attend.

Georgia Yee, VP AUA, has also demonstrated interest in attending. She has submitted the following:

KPIs / clarity to help understand and measure success:

It'd be nice to have examples of metrics to point towards or a standard executive goal format.

For example, are stats from the Academic Experience Survey applicable as a performance indicator?

- "Awareness of Open Educational Resources increases to 80% in AES Survey"

Is it helpful to have written documentation (i.e. reports)?

- Is it helpful to distinguish a: "Report on the new creation of XYZ program" vs "Creation of new program" listed as a KP (This may create additional work.)

- I think this is useful, especially for long projects that will take years to complete!

Accountability

I think the current check in reports are timely (November, and April), but could executive goals go to the respective committees and match it against that?

Proposed Policy amendments (prepared by Sheldon):

*13) The Executives and the Student Services Manager, as well as the Executive Committee as a whole, should each present large-scale goals and shall **explain how they will measure the extent to which they have achieved their goals, using quantitative measures where relevant** ~~include Key Performance Indicators to benchmark the goals.~~*

*16) At the last regularly scheduled Council meeting of their term, end of March or in April, after consultation with the designated staff members, the Executive and the Student Services Manager shall make an oral presentation to Council on the progress made on their goals over the year and shall also submit a final reflection document **in which they report on the extent to which they have achieved their goals, using quantitative measures where relevant.** This document shall be posted to the Society's website.*

Previous reflection documents:

- [SCD328-18](#)*
 - [Final Executive Report](#)*
 - [AMS Executive Goals Year-End Review 2019-2020](#)*
 - [Vice-President Administration Final Executive Goals Update - 2019/20](#)*
- Sylvester: The policy as it is ensures execs are creating goals and initiatives in line with each other but enforcement can be improved
 - No follow up with staff after goals are set
 - Expand expectations for KPIs, may be difficult for some portfolios to set specific dates for goals
 - Sebastian: How do the designated staff follow up?

- Sylvester: Had two brief conversations, mostly for providing feedback. Goal-setting is daunting, current structure not always set up for success
- Georgia: Would be helpful to have committees give feedback on goals before they go to council. Current check-in times work well. Clarification is needed on what is a good goal- written documentation needed? Are AES stats an acceptable performance indicator?
 - No policy advisor, SMSS, didn't receive feedback on goals
- Sebastian: Who assigns staff members? Why weren't you able to choose a new one?
- Georgia: No follow up from the individual. Don't remember who assigns.
- Sheldon: Outgoing exec designates staff member to advise incoming exec
- Sebastian: Do you think there is a better way to do that?
- Georgia: The current system makes sense. In this case the issue was lack of follow up.
- Cole: Having a staff member help with goals is useless. Feedback/support provided isn't helpful. A better way might be to have the goals go to executive committee and have the goals of outgoing execs available to incoming execs if requested.
- Sheldon: Current policy mandates outgoing and incoming execs to meet to go over goals.
- Cole: Have outgoing execs available for the next month to help with goal setting
- Sheldon: *5) Each outgoing Executive and the outgoing Student Services Manager shall meet individually at least twice with their successors to assist them in developing their individual goals.*
- Cole: Not current practice
- Sylvester: Lack of overlap between executive terms is a challenge.
- Sebastian: How do we bridge this issue?
- Sylvester: New exec team starts earlier than May 1 or current exec team term ends later. Other options possible too.
- Cole: Incoming executives aren't compensated for time they spend before officially taking office. Could have transitional period where incoming execs shadow execs and are paid too
- Sheldon: Code says outgoing execs are supposed to stay around for a month
- Cole: should be more rigid, in the office instead of just available
- Georgia: Need transitional period
 - This can start from how we encourage people to run in AMS elections- shadow an exec program
 - Policy advisor makes sense as a staff member to help with goals
 - Need staff for continuity
- Sebastian: Policy advisor specifically or staff in general?
- Georgia: In my role, it's helpful to have an advisor that acts as a mentor. Policy advisor would probably be the best designated person to refer to.
- Ryan: This is a structural issue related to transitions.
- Sheldon: Policy amendment: looked into KPI and benchmark issues. Benchmarks are for comparison to other organizations. KPIs are for internal goals.
- Sebastian: Does this help with drafting goals? Is it clearer?

- Cole: I think it helps get rid of the KPI part, KPIs not best way of doing annual goal setting for executives. Not every goal needs to be about some performance target. KPIs work for other areas of the society.
- Ryan: Why are performance targets not needed?
- Cole: I mean quantifiable performance targets
- Ryan: Concerned that “where relevant” is too subjective. Would rather have language that says quantitative measures should be looked at first.
- Sylvester: This amendment clears things up. Not sure that it would change how exec goals are created. Understand the need to prioritize quantitative measures.
- Cole: An issue is that we don’t really do year to year tracking on a ton of things
- Ryan: Should take actions like data collection that allow us to measure goals.
- Cole: Agreed
- Georgia: Also agree. How can we give guidance to executives on how to tackle goals, steps to take to achieve goals?
- Sebastian: How can we do that?
- Georgia: Add appendix, resource guide, example. “Where relevant” is subjective. The current language “quantitative measures where relevant” fits well but may require more elaboration.
- Ryan: Can exec goals be linked to specific advocacy plan or project goals?
- Georgia: Could look to external policy manual
- Sebastian: Things to look at:
 - Role of designated staff member, how often they should be meeting
 - Meetings with relevant committees - may take a long time, councillors new too
 - Examples, lists of what may be sufficient for council
 - Clarifying “quantitative measures where relevant”
- Sylvester: Council should have some input on what they would like execs to work on. Could look like approval from relevant committees. Exec goal-setting process should be less individual than it currently is
- Ryan: 2018-2019 doc is currently a lot of paragraphs. Should be more succinct and accessible
- Sebastian: What do you think about a template?
- Georgia: That is something we could work on/set an example for this year. Point form would be useful
- Cole: Template would be good

Proposed Code changes

Discussion on proposed changes to bring Code into line with practice and Bylaw changes.

POSTPONED.

Next Meeting

The next scheduled meeting is March 11, 2021.

Adjourn

The meeting was adjourned at 7:59 pm.