

April 15, 2021 Minutes of the AMS Governance Committee; 7pm

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

Attendance

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

Guests: Keith Hester, Manager Director and Praneet Sandhu, Senior Human Resources Manager

Regrets: Carter MacLean (AUS), Kamil Kanji (student-at-large)

Call to Order

The meeting was called to order at 7:04 pm.

Agenda Items

Territorial Acknowledgement

Approval of the Agenda

Moved: Ryan Seconded: Katherine

That the agenda be adopted.

[The motion carries.]

Approval of Past Minutes

Moved: Ryan Seconded: Katherine

That the minutes of March, 25 2021 be approved.

[The motion carries.]

Policy I-9: proposed revisions

Guests: Keith Hester, Praneet Sandhu

Sebastian: First version sent out is the most recent and has Cole's edits. Second one is less recent but has Keith's comments on it.

Cole: New section is from various comments including from executive committee and events restructure and audit. Spoke with Praneet, HR works a little differently. Need to balance existing HR structures and involvement of student leadership in goal setting. Language was changed to be less about evaluating

management goals and more creating mechanisms for executive review of goals. Managers set goals at the end of fiscal year - don't want them to have lots of new requests when new executives come in but still want room for adjustment. Made expectations of outgoing executives and staff members clearer.

Sebastian: Staff members "may" assist - will probably fall by the way side. Should keep as shall.

Cole: MD and SMSS were previously providing support and sit on executive committee anyway. Redundant to assign them to support with goals. Policy advisor may one day assist with goal setting.

Keith: Previously found it useful to have designated staff member. Provided consistency and continuity.

Cole: Definition of executive goals: simplified language. Section 6 - makes sense to have goals approved.

Keith: Section 4, should leave in the MD role.

Cole: MD included in executive committee.

Sebastian: If it doesn't change anything then we may as well leave it in

Ryan: Agreed. Any reason why it's still "may" for incoming execs to start setting goals?

Cole: Incoming execs are not compensated in April, don't officially start until May

Ryan: Are outgoing execs compensated for exec transition?

Cole: Yes, \$1200 for completing all duties.

Sebastian: would approval delay goals coming to Council?

Cole: No. Committee meets every week.

Sebastian: Does this encourage execs to reach out to council members?

Cole: Expectation that it would be brought to Council for consultation prior to approval similar to approval of capital projects. Go to Council with goals for consultation in June then later in summer again for approval.

Sebastian: Could be beneficial to keep that section but I don't feel strongly about it

Cole: Added word Committee after Executive

Sebastian: now they present as a committee?

Cole: Still present as individuals. The Executive is not technically defined.

Ryan: Now MD presents too?

Cole: Executive goals outlines goals for executives only, so no. Will change wording to clarify.

Ryan: What happens if council isn't happy with goals and doesn't approve them?

Keith: Council just provides direction.

Cole: Need to figure out what happens if execs fail to produce good goals.

Sebastian: Could add a suggestion with aim to finalize goals by end of July so there's a date.

Cole: Maybe say "this process shall not exceed three regular Council meetings."

Keith: That would be good. Gives an end date.

Sebastian: add "if applicable" to section 13.

Keith: Section 14 - quantitative - why not qualitative measures.

Ryan: In support of change.

Cole: Management goals.

Praneet: To avoid confusion and delay in goal setting - I suggest that only MD and not all of senior management provide their goals. Should hold MD accountable for senior managers' goals and for communicating any changes. Would work well based on existing structure.

Cole: If MD is responsible for all goals, don't want executive committee to be just MD collecting criticism of goals.

Praneet: Should hold MD accountable for direct reports. Suggest monthly or biweekly executive meeting with managers.

Keith: Agree with Praneet. We are currently going through the goal setting process. Not practical for executives to change employee goals as they take office. I report to Executive Committee and they should hold me accountable. This change bypasses me.

Cole: I agree with that. I think there has been some desire from Council to have a better sense of what's going on in departments. How can we working with senior leadership to come up with plans for the year and have everyone on the same page? Want executives to stop just reacting to things they don't like as opposed to actively supporting the teams we're responsible for.

Sebastian: What does this change?

Cole: Changes the timing, addresses some concerns from Keith and Praneet. Executive currently only gets goals from Keith. Executive Committee has never had a great goal setting process for MD.

Praneet: Didn't realize that Executives don't get senior manager goals. Keith could be responsible for providing all the department goals to Executive Committee. The month of May can be used to make changes if new Executives have any comments.

Keith: Praneet made a good point about keeping the executives informed. Monthly meetings between executives and senior management team is the ideal way to keep Council informed about departments. Goal setting process for managers as it is now should stay. Disagree with holding off on senior manager goals until May because they need to be set before the start of the fiscal year.

Ryan: Do we have the ability to change things so incoming Execs are paid two hours a week in April so they can be compensated for providing feedback on staff goals?

Cole: Could but how valuable would the feedback on senior manager goals be when they're completely new? Only after mid-June once they have a better understanding of how everything works will their feedback be more helpful.

Ryan: Is the solution then for senior leadership to consult outgoing execs in April, then in May outgoing execs provide as much context as possible to incoming exec to hold senior leadership accountable?

Cole: option A is that at some point after exec have taken office they provide feedback on goals presented to them from MD. Doesn't make sense for leading execs to provide guidance on goals for the following year. People are busy in April too so attention from outgoing execs on goals for many senior managers will be limited.

Praneet: Goals will still be set in April. When new executives come in, MD can present goals to new executive.

Keith: some of the goals set for managers are quantitative so they need to be set before May so they have the whole year to meet those goals.

Cole: Goal setting should stay mostly between MD and senior managers. Executives should not be holding senior managers accountable - only providing guidance and vision.

Keith: Agree. That feedback can be done outside the goal setting process. Goals are realistically only part of the person's job. Suggestions and feedback can still be given outside the goal setting process.

Cole: timing is not the biggest issue. Need to figure out what the relationship between the executive and goals set by departments is. There could be value in writing down a process for how executives can request something from the departments.

Sebastian: Reasonable to expect that incoming executive would be introduced to goals of senior management.

Praneet: That can be done. Keeps executives in the loop.

Keith: Agree. Departments can present their plans for the year instead of their goals only.

Sebastian: Dayforce group goals: restricted to individuals?

Keith: Can set different team goals for different departments and different people.

Sebastian: Compromise: could have meeting at the beginning of the year where department plans are presented. At that meeting or a later one, executives can set group goals if they see a need for input.

Cole: Sounds good. Trying to figure out what that looks like for Governance Committee.

Praneet: in subpoints lay out what MD is supposed to do with direct reports

Ryan: suggestion is to split it into three sections: exec goals, MD goals, senior leadership goals where senior leadership goals outlines direct report sending goals to MD to send to executive committee?

Cole: have an idea of what this would look like. May be difficult for MD to present all goals at one meeting. Need to figure out the best way to share those. General guidelines can go in policy.

Sebastian: will leave this for Cole, Keith, and Praneet to discuss.

Code Changes: agenda timing

Discussion of proposed changes to account for timelines during long weekends.

Sheldon: Code doesn't say Council has to be on Wednesday but three business days before the usual Wednesday meeting is Friday. When Monday and Friday are holidays, it means the agenda has to go out a week in advance. Solution is three business days or five calendar days. In a week with no holidays, those are both Friday. Possible issue of administrative assistant not being available to help out if it's a holiday.

Supporting documents posted on website two days in advance and one if not possible.

Cole: When agenda sent out, it appears on website because of OnBoard upgrade.

demonstration of OnBoard publishing

Moved: Ryan Seconded: cole

Adopted code changes

Code Changes: steering committee

Discussion of proposed changes to remove explicit language about who may be chair.

Sheldon: There's already code that says you can replace chairs if council votes to and gives a week's notice. Bylaw rule on removing someone exists. Parts of Code were conflicting.

Moved: Ryan Seconded: cole

Adopted code changes

Next Meeting

The next scheduled meeting is April 29, 2021.

Adjourn

The meeting was adjourned at 8:36 pm.