



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA

AMS HR Committee

Minutes of February 7, 2020 – 11:00 am, Abdual Ladha Room 103

Present: Riley Ty (Chair - Councillor), Danny Liu (Councillor), George Kachkovski (Member at large)

Regrets: Carmen Kim (Councillor), Johnathon Kew (Councilor), Chris Hakim (AMS President), Kathrin Iacono (AMS ombudsperson)

Guests: Praneet Sandhu (AMS HR Manager)

Call to Order

The meeting was called to order at 11:07am.

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.

Quorum not met; agenda not approved.

Approval of the Agenda (Moved by _____, Seconded by _____)

- Be it resolved that the Agenda be adopted

Introductions and Check-in

Updates from the Chair

Riley:

- Month of February is very busy, we have a new member Haruka Higo.
- Sheldon says JD for ombuds, speaker and CEO must be posted by March 1st.
- Send JDs to incumbents to review, they can make any changes to them as necessary, hope to finish debriefing and transitions in this timeframe as well (end of March).
- Looking at the JDs for the CEO is fine, as for the job itself, wait until election season so the CEO can be fully immersed in the job.

Discussion: January Goals

Riley:

- Turns out our goal to review the AMS' Health and Safety policy is actually under the AMS

Health and Safety Committee; we will be dropping this goal.

- Establishment of student gov and student services positions to ensure the successors have a good start. Talked to Chris to administer a survey, wait until results come back.
- Discussing executive pay, executives asked us to bring it up, currently waiting on HR to get back to me, will likely require a joint committee with finance.
- By the end of March: work on transitions via survey results, finish discussing exec pay.
- Think of advertising for student positions such as AVPs (ie; advertise to clubs and constituency, advertise in bookstore).

George:

- We can go to key student groups (larger clubs, indigenous committees) to advertise these positions and ask Cole or a list of clubs to reach out too.

Riley:

- Agrees to the idea and will follow up with Cole

Other Business

Adjournment

The meeting was adjourned at 11:25 am



AMS HR Committee

Agenda for February 21, 2019 – 2:40 PM, NEST Room 3529

Present: Riley Ty (Chair - Councillor), Haruka (Councillor), Carmen Kim (Councillor), Michelle Marcus (Proxy for George Kachkovski), Praneet Sandhu (AMS HR Manager), Leslie Tulett (AMS HR Coordinator), Celia Chung (AMS HR Generalist)

Regrets: Chris Hakim (AMS President), Kathrin Iacono (AMS ombudsperson), Danny Liu (Councillor)

Call to Order

The meeting was called to order at 2:41pm.

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 Haruka)

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

Approval of Previous Minutes (Moved by Riley, Seconded by Michelle)

- Be it resolved that the February 7th minutes be approved. *The motion is approved unanimously.*

Updates from the Chair

- Required to upload minutes regarding ombudsperson, etc. by March 1

Discussion: 2019 AMS Employee Satisfaction Survey

- Praneet: Don't want to change drastically from previous years
- Michelle: One, for the questions about the reasons why I applied and wanted to work for the AMS and what I got out of it, for me it was to make a difference on this campus. I don't think this was included in this survey.
- Michelle: Equity and Inclusion - I'm wondering if we can try to think about how we can use this survey to get feedback and improve the AMS in terms of diversity and inclusion. Asking more questions about whether people feel included, represented, if they've ever

felt discriminated against. We could also ask for demographic data so we know who is working for the AMS.

- Praneet: I know we do collect that kind of data. What kind of data are you referring to?
- Michelle: Things like gender and race?
- Praneet: People usually don't want to answer these kinds of questions - they don't like to be asked those kinds of questions. We had to work with the team to remove these questions.
- Michelle: We could make them optional. And I don't see an issue with including options for all genders. On the Academic Experience Survey, we asked this question and I think it could gain more insight.
- Praneet: It might be different if we're asking these questions from the employer position, but we'll look into that.
- Riley: I know personally that in a lot of student governments, their friends had to encourage people (eg. AVPs) to apply. Knowing someone vs. being "encouraged" by someone are different entirely.
- Praneet: We got the last year's survey results, we did make some changes and incorporate more things based on the feedback we received. We did include the Employee of the Month program in every outlet to give more recognition to employees. We had a representative from every food outlet to meet with the HR department every two months. So we have done something after we receive the results.
- Riley: Some people don't read transition reports at all.
- Leslie: Maybe include "Did you receive the transition report? Did you read it?" Things like that.
- Riley: The predecessor should provide information to support the transition.
- Michelle: What is the purpose of the last section on AMS perceptions?
- Leslie: If our staff don't know about us, it is likely that students at large will not know either.
- Michelle: Maybe say we are "trying to be" conscious of environmental impact rather than we are an environmentally conscious organization. Or phrase it another way that is more open to interpretation.

Discussion: Chief Electoral Officer Job Description

- Ahsan: JD says length of term July 2019 to June 2020. My current position runs from May 1 2019 to April 17 2020. Begin with council - when new council starts on May 1, the new CEO also starts.

- Leslie: So recommendation is to begin term on May 1, then end term on April 30 the next year.
- Ahsan: May to August 31, increase to 5 hours per week or keep it so that there is not much work (eg. complaints from candidates regarding reimbursement, unfair treatment). From September, should definitely increase to 15 hours per week because all constituencies have by-elections in September to November. December to January, hiring own election committee members and creating nomination forms for all BOG, Senate, and SLFS, 5 hours per week is not enough.
- Leslie: When we look at deciding by how much we want to increase hours, we usually try to take a measured approach. Going from 5 to 15 is a bit of a jump in one go, but going from 5 to 10 is more feasible and we can see how it goes with the next year's CEO. Should those issues continue to persist, we can increase to 15. Balancing financial obligations.
- Ahsan: Talking with previous EAs, this position requires a lot of background work - 80% of the time, I was working from home. I did not need to be physically present in the office to do the work. Not sure if the next person will be willing to work for more than they are being paid for.
- Leslie: Historically, focus was usually placed on increasing hours on the final stretch (January to April). I don't think it was previously raised by previous electoral officers whether the number of hours was a problem in previous years. We would need to see historically consistent requests for increase in hours in the beginning of the term.
- Michelle: I support the hours increase. Working more hours in the beginning will be easier to do the job later on. Also, I think AMS could do a better job in making AMS involvement opportunities more accessible. I think the CEO could play a bigger role earlier on in creating easily understandable elections promotion material earlier on to encourage more students to run for office.
- Praneet: Maybe build a case to justify why there would need to be this drastic jump to present to finance committee.
- Leslie: Need to be passed by March 1. If the budgets aren't finalized yet, do we need to go to finance committee, or do we just need to see Chris?
- Praneet: Keith is still finalizing them, so the budgets are not finalized.

- Riley: Talk to Lucia right after this.
- Ahsan: CEO manages five people - compensation is much less than what the position deserves. Working longer hours plus supervising five people, and CEO often needs to step in to do extra work that other committee members aren't willing to do without being paid. Compensation should be higher if the hours can't be increased - maybe one or the other rather than increasing wage and hours at the same time.
- Leslie: When minimum wage increases, it bumps the tiers. So wage will be increased this June. Tier 2 is management tier (eg. AVP) and is designation for people who are supervising. Tier 3 is reserved for positions with specific skillsets that are not easily found in student body (eg. Ombudsperson, Speaker in Council).
- Ahsan: So changing wages might entail changing the whole system.
- Leslie: So adding in mention of SLFS, BoG, Senate, etc. We can do that.

Discussion: Speaker of Council Job Description

- Riley: Kareem suggested taking out all gendered pronouns from JDs.
- Leslie: We can definitely do that.
- Riley: Kareem is also responsible for accessibility needs within Council, so including that in the JD in understandable language.
- Leslie: So saying that the Speaker is responsible for accommodating for and arranging the different needs of all Councillors.

Discussion: Ombudsperson Job Description

- Riley: Attending AMS Council meetings. Right now in the JD, it says it is mandatory, but maybe changing it to attend when necessary.
- Leslie: Dealing with sexual violence. Not everyone feels comfortable dealing with and investigating these issues - we need to make people aware that this is something they need to feel comfortable with.
- Riley: Also striking gendered pronouns from this one. From all JDs, not just within this committee.

- Leslie: I think gendered pronouns are already gone from our permanent staff position JDs. I will double check to make sure they're all like that.

Discussion: Goals and Projects

- Riley: George came up with a solution for diversity and inclusion in the AMS. Perhaps contacting different groups directly to encourage them to apply.
- Leslie: I do like the idea of contacting groups directly. How do we decide what an underrepresented group is or who to put on this list?
- Riley: Probably best to work with Equity and Inclusion. For now, increasing diversity and inclusion as much as we can.
- Praneet: Wouldn't it make sense to wait for Cristina to finalize the Equity plan?
- Michelle: I think it makes sense for it to be part of the Equity plan in the future, but for now, doing what we can.
- Leslie: The three JDs discussed today must go up by March 1, but all the other ones have more time to wait and discuss.

Discussion:

- Riley: Michelle brought this up in the summer. It would probably entail Chris sitting down with staff to talk about the transition process and how they felt about it.

Discussion: Executive Salary

- Praneet: I don't think we need any changes - I think our current executive salaries are fair. The current salary is above living wage. Recommend an yearly review to determine whether there needs to be any changes.
- Michelle: I know the execs brought up this issue so I would recommend we have the execs visit our committee meeting to discuss this issue.
- Praneet: I would like to know as well to hear their exact concern.
- Leslie: Looking at comparable institutions, so the only one is University of Toronto with regards to undergrad population size. UBC is the only institution with a student union that owns businesses.
- Riley: I will invite all executives to come in to discuss. The main argument is that they work more arguments.
- Praneet: That tends to be the common problem across the board. We talk about this in the orientation at the beginning.
- Michelle: Rather than changing the pay, maybe talking about how we can support the executives better.

- Haruka: I think it is very fair. The benefits are very good in comparison to other institutions.

Discussion: Possible Code Changes

- Riley: One of the proposed Code changes proposed by the HR Committee is hiring practices for committees. Hiring should be done by the Chair of the committee.
- Leslie: For appointed positions that are not part of the Council (eg. support staff), HR can assist with interviews but cannot conduct them. So HR can't decide who gets hired - Code makes it clear that the hiring decision should be made by the Hiring Manager or Executive or whoever should be in charge when it comes to hiring student support staff.
- Praneet: I can say that I have concerns regarding applicants, but it is the Executive's decision to take these concerns into consideration and to decide who to hire.
- Riley: A suggestion was to redact name and gender from resumes to avoid bias in hiring.
- Leslie: I am concerned around the logistics of manually redacting this information. Especially with the new Dayforce system, you can't redact information.
- Praneet: The Hiring Manager will be able to see this information because the system is automated.
- Riley: Redundancy of incumbent student staff - could we cut off the council part?
- Leslie: Probably a bad idea to set precedent for certain changes not going to Council.
- Michelle: If it's minor changes like the name, maybe not necessary, but if it's change in hours and wages, could go to Council. But I don't know how we would decide what a 'big change' is.
- Leslie: Could we define it as a 'material change' to the JD?
- Praneet: If we define what a material change for people to understand it, then yes.

Other Business**Professional Development for Executives**

- Praneet: We designed a request form for professional development. We grant them if they prove that it is in alignment. Right now, it is for both Services and Executives. Keith suggested that if Executives fill out the form and send to HR Committee to review rather than to Council. The AMS has paid for professional development that entails flying back home to take a course and to visit family.
- Michelle: A conversation that we had in finance committee was specifically regarding air travel - having that extra layer of checking whether they actually need to fly somewhere to attend something or take a course would be good for accountability.

- Praneet: Currently, we are not reviewing these request forms. We'll design the form and have it ready for the next meeting.

Adjournment

The meeting was adjourned at 4:29pm

Agenda of the AMS HR Committee

Friday, June 5th, 2020 at 1 pm

(Agenda sent out 34 hours in advance)

Attendance

Present:

Regrets:

Recording Secretary:

Call to Order

The meeting was called to order at 1:10 pm.

Territorial Acknowledgement

Approval of the Agenda

Moved: Chris Hakim

Seconded: Crystal

“BE IT RESOLVED THAT the agenda be adopted as presented.”

(Agenda Items)

1) Introductions and Check In

2) Update from Chair

3) Selection of Vice-Chair

a) Nominated: Crystal

4) Transition Report

a) code change

- clarifying that hiring will be conducted by the chair of the committee and one other individual as decided by the committee

- Updating of minor changes to the JD such as job title can be done by the Executive without going through committee

b) Ombudsperson and AMS Staff

- Mention of “staff” from the role of the Ombudsperson in Code

5) Minute-taking

6) Discussion: Committee Goals

a) Increasing Diversity of Applicants

- increase diversity outside greek life/existing members of student government
- Decreasing potential nepotism
- Lawrence:
 - Riley mentioned a previous goal was a blanket increase of diversity of applicants.
 - Thoughts?
- Chris:
 - Good goal, but we have always approached this from the wrong place.
 - How can we evaluate the diversity of our applicants or staff when we have no infrastructure to collect that data?
 - We should be investing our time into setting up this foundation so we can start figuring out whether the steps we are taking are effective or not.
- Crystal:
 - What plane of diversity are we thinking of? There are multiple planes such as race, sexual orientation, gender, etc.
- Cole:
 - The consultants that will be working on Equity & Inclusion Action Plan will be able to help with this.
- Chris:
 - I think we can act before we bring consultants in to think about this.
 - There should be avenues available for us to evaluate our steps in increasing diversity in staff and applicants.
 - Leslie, I don't believe we currently have any infrastructure that allows us to evaluate this.
- Leslie:
 - Apart from our annual survey, not that I can think of.
 - Our limitations on this topic is the law though.
 - We should get some direction from the consultants on how to go through this.
- Chris:
 - It would be good for the committee chairs at the very least to be kept in the loop on the development of the Equity & Inclusion Action Plan.
- Cole:

- Will do.

b) Mandatory Transition Reports

■ Lawrence:

- Riley mentioned in his report that we should make transition reports and the transition process mandatory.
- Thoughts?

■ Chris:

- We should be careful with making transitions “mandatory”.
- The issue with one-year employment contracts at the AMS has been that someone just leaves and doesn’t transition since it’s the end of their employment.
- On an Executive level, we have moved to an incentive system where Executives are compensated \$1,200 for a month long transition.

■ Cole:

- There is a responsibility on the Board Chair to ensure that this transition is occurring.
- We should emphasize on good orientations to complement any transition process to make sure people know how to function within their new roles.

■ Chris:

- I think there might be some confusion; the past discussion on this topic has been focused on staff transition because our student government staff do not receive compensation for their transition but Services staff do.

■ Leslie:

- I believe Services staff receive that compensation in order to ensure that our services are operating during new staff onboarding.
- With our student government staff, they shouldn’t be doing work past their contracts; that is an issue.
- However, if you are requested to do a transition during your term, you should since it is in your contract or your manager’s request.

■ Cole:

- Transition reports aren’t immensely useful, but the shadowing is.

■ Praneet

Agenda of the AMS HR Committee

July 7th, 2:30 pm

Attendance

Present: Cole Evans(President), Lawrence Liu(Councillor and Chair), Chrissa(Councillor), Leslie Tulett(HR Coordinator)

Regrets: Chirs Hakim, Crystal Derekhshan, Nevena Rebic

Call to Order

The meeting was called to order at 3:05 pm.

Territorial Acknowledgement

Approval of the Agenda

Moved: Cole

Seconded: Chrissa

“BE IT RESOLVED THAT the agenda be adopted as presented.”

Approval of Previous Minutes

Moved: Lawrence

Seconded: Chrissa

“BE IT RESOLVED THAT the minutes from the June 5th Committee meeting be approved and sent to AMS Council”

Agenda Items

1. Presentation from AVP Funds(New Finance Position)
 - a. [AVP Funds Presentation](#)
 - b. [AVP Funds JD](#)

“Motion to approve new Finance position of Associate Vice President Funds from HR Committee”

Moved:

Seconded:

Motion Tabled Indefinitely - Motion referred to the Exec committee

2. Goal-setting
 - a. Goals of Chair
 - i. [Draft of Goals](#)
 - b. Committee member goals

Next Meeting

The next scheduled meeting will be on : N/A

Adjournment

Moved: Lawrence

Seconded: Chrissa

There being no further business, the meeting was adjourned at 3:47pm.

Minutes

New AVP funds position:

Cole:

- too many coordinators within Portfolio
- restructuring portfolio instead of adding more, positions can be cut
- recommendation for new position: merge sustainability fund and impact grant coordinators(funds and grants)

Leslie:

- need for a new position should be long term

Cole:

- no immediate funds use- new position should be exec-wide consensus

Goal 1: Increase diversity among AMS applicants

Cole: how we can reach out to every corner on campus to increase diversity of applicants

Leslie: candidates are from many different backgrounds recently, but always going to get greater # of applicants from greek/ councillors/undergrad societies

Cole: ways to create more equitable hiring process to decrease nepotism eg blind application process

Goal 2: Increase student service staff salary

Leslie: because student service staff done thought appointment- not associated with other aspects of staff= difficult to increase salary for one and not increase the wage for everyone

Cole: good idea to broaden scope of this committee so that HR play of the role of compensation of all roles with society- alter code to mandate HR to give recommendation including service staff and event staff

Goal 3 : Improve transition process

Cole

- the current transition process is ad hoc
- whats the best way to do transition process to prevent lag
 - eg SSM - new service manager shadows an existing manager

- create a transition report template

Goal 2: Review Exec Salary

- if wages increased, salary increase across the board
- long goal that has been discussed years before, won't be able to go in effect til next exec team
- ideally, decision marked by end of year(due to covid circumstances)

Agenda of the AMS HR Committee

November 6th, 10 am-11 am

Attendance

Present: Lawrence Liu (Chair) Katherine Feng, Cole Evans, Praneet Sandhu, Leslie Tulett, Brooklyn Pala

Call to Order

The meeting was called to order at 10 02 am.

Territorial Acknowledgement

Approval of the Agenda

Moved: Katherine

Seconded: Lawrence

“BE IT RESOLVED THAT the agenda be adopted as presented.”

Introductions

Agenda Items

- ~~1) Nomination of Vice-Chair~~
- 2) Hiring Election Committee Members
- 3) Hiring of New Speaker of Council
- 4) Goals of Committee
 - a) [2020-2021 HR Comm Goals](#)

Next Meeting

The next scheduled meeting will be on : TBD

Adjournment

Moved: Katherine

Seconded: Lawrence

There being no further business, the meeting was adjourned at 10:52am.

Hiring of Election Committee

Lawrence: How are they conducted?

Leslie: Process ongoing, postings listed on AMS website, applicants reviewed. Chair of HR Comm interviews with Chief electoral officer, recommendations brought to the HR Committee for submission to council. Interviews to take place soon.

Hiring of new speaker

Lawrence: What's the process?

Leslie: Writing needed from speaker to confirm leaving post, JD will then be posted. Chair and previous speaker interview at least two applicants.

Cole: Refer to Neal Cameron; previous AUS speaker. Does not have to be student at UBC, but must be high knowledgeable at Robert's Rule. Applications usually dry.

Goals

Scope of Committee

Lawrence: Why doesn't HR Comm oversee hired student staff?

Leslie: HR Comm oversees appointed positions: elected positions and staff that reports to council or exec.

Review exec salary

Lawrence: Long goal of HR Comm, current direction?

Cole: To be looked at by my office, data will be compelled comparing AMS to other student union's of Canada. Then referred to HR department for recommendations. Pay, benefits, salary all to be looked at. Nothing much to be done by HR Comm until further data compelled. Presentation will be made by Praneet to HR Committee/Council for further recommendation.

Katherine: Can hours be adjusted due to long hours?

Cole: Not exactly, the 37.5 hours currently the hours of a regular full time job, any more would be illegal.

Praneet: What you referring to are overtime to finish exec projects?

Katherine: Yes

Lawrence: When was last time review/update conducted to exec pay? Currently referring everything to Ubysey from 2015-2016

Leslie: Current 2% raise to salary each year to match inflation, last made in 2015 -2016 year.

Lawrence: Please loop me with any progression on this

Indigenous Committee Chair Pay

Lawrence: Motion passed at last summer meeting to add remuneration to chairs of Indigenous Comms

Leslie: Yes, passed at time but problem came later that Indigenous Comm is extraordinary committee that has different rules under code. Had meeting with Indigenous Committee with Cole, 3 hours a week payment did not work. Agreement that Indigenous Committee will come up with recommendation to HR department, no reply yet.

Ombudsperson review

Lawrence: HR Comm must complete performance review thrice a year, how was this conducted in past years?

Cole: Never really been followed in past, what we can do is ask Ombudsperson to submit report to council, weird to review performance as we do not rate any other positions.

Lawrence: Makes sense for Committee to check in for reports in future, no need to change anything as chair makes sure that report being done. No one in council to request reports, makes sense for HR Comm to “review” position.