



Human Resource Committee Minutes

Alma Mater Society of UBC Vancouver
Jun 18, 2021 at 7:00 PM PDT

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<https://us04web.zoom.us/j/71255874568?pwd=dUh0bUNXNVFHZkhFaTNZU25Wa25rZz09>

Attendance

Members Present:

Lauren Maharaj (SaL), Avery Chan, Cole Evans, Romina Hajizadeh

Members Absent:

Jasneet Bal, Matthew Ho, Daniel Martin

Guests Present:

Praneet

- I. Call to Order
- II. Territorial Acknowledgement
- III. Approval of the Agenda

Move: Cole Second: Avery

IV. Introductions

For members who couldn't join last week: mention your name, year, pronouns, fun facts, constituency, anything!!!

V. Vice-Chair Appointment

Because of low turnout last week (and my own forgetfulness) I forgot to appoint a committee vice-chair, who is responsible for writing minutes and acting as my proxy.

Romina: I received no email requests for nomination for this role. Are we still allowed to appoint a vice-chair given our attendance?

Cole: Yes, we have a quorum.

Lauren: could someone describe what the Vice-Chair does?

Romina: Sure. Basically, you're kind of my proxy. You would take meeting minutes, assist me with many tasks, it's an additional leadership role. Could someone elaborate?

Cole: The Vice-Chair is the second in charge, Vice-Chairs Chair meetings when the Chair cannot, they do meeting minutes, they get out of the position what they put in. You can

help set agendas and really be in the loop of what's going on. You could also sit in on interviews, taking on more leadership roles.

Romina: thank you! Knowing this, does anyone want to nominate themselves?

Lauren: I nominate myself.

No other nominees, everyone is in agreement that Lauren will be appointed Vice-Chair.

VI. Further Background on HR - Supported by last HR Chair Lawrence

Praneet: HR does posting for all student gov positions. If there are any changes to Job Descriptions for portfolios it goes through us! One thing that HR should know is that I am still working on the salary comparison, it's almost done, for the executives to the other Student Unions. I assist wherever needed!

Cole: HR really does a couple of main things. We deal with appointed student positions (executive portfolios) and hiring council appointed positions. You could really call it the 'Appointments Committee'. This committee doesn't have oversight on our staff operations on the permanent staff side, because that's dealt with through our HR department. One of our goals is to see what more HR can do as far as working with the HR dept and student hires.

Cole: On AMS Council there are some committees that have a lot of work. HR doesn't have that, so maybe this year we can figure out what roles the HR Committee can take, including potentially broadening the scope of HR, getting more into Appointments, other student staff-related things. HR is important, and with HR you want to do as much as you possibly can but not overdo it from a governance perspective. We need to work within the scope prescribed to it. Another feature is this committee is really good for consultation with our HR Department, and make sure everything is going well. I noticed a lot of goals from last meeting were relating to things our HR department is already working on.

VII. Discussion on Pending Task: Electing a CEO

Praneet: you need to review the JD for that position. Make any changes as required. Send it to the HR Coordinator or myself. We will post the position, receive the applicants, and you guys can review.

Cole: Typical process is that the Chair of the committee is the main person responsible for hiring. We will talk about the candidates and shortlist a few qualified and promising ones, and then the HR Department will set up interviews. Once we have a

recommendation we bring our recommendation to HR Committee, and go over all the applications. Take it to HR and we will take the nominee to Council.

Praneet: Then once the candidate is confirmed we will send out the offer letter!

VIII. Reflection on Last Week's Goal Setting

Praneet: The HR department is going to touch on all the goals you've written from last meeting.

Romina: Is there anything the HR department needs specific help with?

Praneet: we should be fine, but we can provide updates when we do have them.

Lauren: After hearing what the HR Committee is supposed to do, I think we definitely need to specify our goals.

Cole: I think these topics are good but I agree with Lauren that we should specify them. With board committees, a lot of the work is high level. A great example that we should add to our goals is working on **creating a better transition process** for executives and student staff. How we currently have it is the transition process is they end work at the end of terms, write the transition report, and new staff start May 1. There isn't a lot of overlap and we lose consistency year-after-year. And for executives too, I'd like to look at our transition process too. It's a similar issue where executives are transitioned but not compensated, employees are normally paid for their training. We've seen executives as well when they leave office that there isn't a lot of checking to make sure transition reports are submitted on time. One easy goal: work on executive and student staff transitions.

Praneet: Cole raised a very good point. **We don't have consistency with transitions right now.** We scored really lower with the transition experience, people are not satisfied and we can definitely improve on this. Additionally to Cole's comment on training and paying, staff take on the roles on May 1 and there isn't time to pay them for training, because we cannot backpay. We can find another way to compensate them though.

Lauren: agreed.

Avery: What are the mechanisms HR Committee can do to address this issue?

Cole: There's hard power and soft power things you can do. You could put things in code and create mandatory policies, but you could also make recommendations and put those into our standard HR process.

Cole: **There's also a carryover goal relating to executive pay.** This is a goal that HR has been getting to but never really completed. Basically are executives compensated fairly for the work they are expected to do. They work full time and make around 19.50-19.70 an hour, and that really isn't a lot for the work they do. So we're trying to compare to other student unions and what they get paid. I believe Executives at Western's Student Union get paid \$60,000 a year, and we handle a much larger student body than them. It's not really that straightforward though, because **we have to look at what other student wages look like.** It isn't great to raise executive wages without raising other student worker wages. Our HR Department already has a plan and Praneet is looking at shorter term solutions, but it is complicated. One thing I brought up is another way to potentially increase compensation is to increase what the benefits are of the position, so like pay for the student health care coverage because executives pay for that themselves. There is a barrier to be an executive because you have to work full time but you don't make very much. Making the positions accessible so that more people can take these positions without the barriers of wealth

Praneet: I've done a plan for until 2024 that show's the minimum wage and we still continue to give wages even after minimum wages end

IX. Additional Goal Setting

Because of lower turnout last week, we can spend tonight revising and adding more goals to our summer together.

Romina: Now, with added context from Cole and Praneet, we have more specific goals to focus on this summer

1. Hire a CEO
2. Create a better transition process for Executives and Student Staff
3. Reassess Executive and Student Staff salaries, with comparison to other student union wages across Canada

Romina: For adding new goals (as we want to have around 5 this summer) I will call out for more suggestions from our HR councillors via Email. Then, I will compile suggestions for discussion next meeting. Additionally, we will reevaluate our goals from the last meeting through more discussions with Praneet and the HR Department, in hopes to specify them and keep them within the scope of HR.

X. Discussion

1. on the goal setting thing, send an email to the rest of the committee and see if they have anything over email so that we can have an open goals discussion

2. for Praneet, the Chief Electoral Officer position isn't posted. Can we get that position up but I believe the job

XI. Next Meeting

Romina: I will send out a When2Meet this weekend, with time slots restricted within regular working hours, just so the timing doesn't cut into Councillors' personal time.

XII. Adjournment