



**THE ALMA MATER SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**

AMS EXECUTIVE COMMITTEE

Minutes of September 15, 2023

Attendance

Present: Esmé Decker (President), Kamil Kanji (VP Academic & University Affairs, arrived 11:24), Ian Caguiat (VP Administration), Abhi Mishra (VP Finance), Justin Lieu (Managing Director), Kathleen Simpson (Senior Manager of Student Services), Sheldon Goldfarb (Archivist & Clerk of Council)

Regrets: Tina Tong (VP External)

Recording Secretary: Sheldon Goldfarb

Call to Order

- The meeting was called to order at 11:06 am in Nest Room 3529 and over Zoom.

Agenda

- The agenda was approved (Esmé, Abhi).

Minutes

- Minutes were postponed.

Events

- Justin:
 - Welcome Back Barbecue.
 - Lots of staff out there.
 - Free portion 12-2.
- Esmé:
 - Main time for Execs will be 1-2.
 - Also, the Global Climate Strike is taking place outside the Alumni Centre.
- Justin:
 - In separate areas, so they shouldn't overlap.
 - Will do a debrief with Nadeem (Events Manager) re First Week and Welcome Back.

ICA's (Independent Contractor Agreements)

- Justin:
 - Managers and department heads have been signing off on business ICA's.
 - Is that still what the Executive wants?

- Makes for efficiency, prevents delays waiting to find Executives to sign.
- Abhi:
 - Don't see a problem.

Contract Reviews

- Justin:
 - Asked legal team what they recommended.
 - We consulted them a long time ago on our standard contracts.
 - It doesn't seem like our current contracts are the same as the lawyers' recommended template.
 - It's up to us, our discretion.

Staff Guidelines for Email

- Justin:
 - Want to put in IT policy a couple of lines telling people they shouldn't be sending mass emails without approval of department heads.
 - Also should be using Bcc and not Reply All.

[Kamil arrives.]

ICA's Part 2

- Abhi:
 - Who signs for SASC?
- Kathleen:
 - SASC signs some of their own agreements.

Staff Guidelines for Email 2

- Esmé:
 - Difference between staff and Council policies.
- Kamil:
 - What's the process if there's a violation of a staff policy?
- Justin:
 - It varies according to whether it's a union or non-union staff member.
 - For union members, the process is in the union contract.
 - For non-union, it's up to us:
 - Usually a warning first, depending on severity.
 - Case by case.
 - The point is to make sure the violation doesn't happen again.
- Ian:
 - Do we differentiate between staff and students?

- Justin:
 - Can a student speak up at Council? Yes.
 - The problem is if they identify themselves as a staff member.
- Kamil:
 - Is this a policy?
- Justin:
 - Not a policy like PC1 or CM4.
 - This is more like staff guidelines.
- Kamil:
 - If just guidelines, that sounds like they're just recommendations.
 - At the University, all policies go to the Board.
- Kathleen:
 - These are expectations for staff.
- Sheldon:
 - Rules for staff go in the Personnel Handbooks, which are approved by Council.
- Esmé:
 - Yes, and HR is looking to update those.

Microsoft Teams Chat- with Department Heads and Execs

- Justin:
 - Departments heads are all happy to use it, they've got one going
 - Get execs on board to be able to chat with department heads
 - Hope is to embed this into everyday practice to get regular communications going better
- Esme:
 - Talk more about this next exec comm, guidelines for communications work best, what's by message/in person/email

Adjournment

The meeting was adjourned at 11:54 am.