



**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.